

## **AGENDA**

### **BOARD OF MAYOR AND ALDERMEN**

**May 17, 2005**

**7:30 PM  
Aldermanic Chambers  
City Hall (3<sup>rd</sup> Floor)**

1. Mayor Baines calls the meeting to order.
2. The Clerk calls the roll.
3. Ms. Lizabeth MacDonald, Principal of Weston Elementary School, will offer a presentation on a series of paintings by 5<sup>th</sup> graders highlighting famous Manchester buildings, which will be on display in City Hall.

### **CONSENT AGENDA**

4. Mayor Baines advises if you desire to remove any of the following items from the Consent Agenda, please so indicate. If none of the items are to be removed, one motion only will be taken at the conclusion of the presentation.

### **Accept Minutes**

- A. Minutes of meetings of the Board of Mayor and Aldermen held on March 15, 2005 (two meetings) and March 16, 2005.  
*(Note: available for viewing at the Office of the City Clerk and forwarded under separate cover to Mayor and Aldermen.)*

### **Approve under the Supervision of the Department of Highways**

- B. PSNH Petition #11-1071 located on Massabesic Street;  
PSNH Petition #11-1072 located on Silver Street; and  
Verizon Petition #9AAVRX located on Putnam Street.

**Informational – to be Received and Filed**

- C. Minutes of the Mayor's Utility Coordinating Committee meeting held on April 20, 2005.
- D. Minutes of the MTA Commission meeting held on March 29, 2005 and the Financial and Ridership Reports for the month of March 2005.
- E. Communication from Tom Bowen, Director of Manchester Water Works, submitting the Water Works' Financial Statements and Independent Auditor's Report for 2004.  
*(Note: available for viewing at the Office of the City Clerk and forwarded under separate cover to Mayor and Aldermen.)*

**REFERRALS TO COMMITTEES**

**COMMITTEE ON FINANCE**

**F. Resolutions:**

“Amending the FY2001 & FY2005 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Three Hundred Fifty Thousand Dollars (\$350,000) for the FY2005 CIP 811705 MCAM Public Access Grant Project.”

“Authorizing the Finance Officer to Make Certain Budgetary Closings for the Year 2005.”

**REPORTS OF COMMITTEES**

**COMMITTEE ON HUMAN RESOURCES**

- G. Recommending that an Administrative Assistant II position (salary grade 13), funded by Enterprise funds, be established at the Airport.

- H. Recommending that an Internal Auditor position in the Finance Department be reclassified to an Accountant II with no change in salary grade.

- I. Advising that it has approved Ordinance:

“Amending Sections 33.024, 33.025 & 33.026 (Marketing and Retention Specialist) of the Code of Ordinances of the City of Manchester.”

providing for the establishment of a new class specification, Marketing and Retention Specialist, and is recommending same be referred to the Committee on Bills on Second Reading for technical review.

- J. Advising that is has approved Ordinance:

“Amending Sections 33.024, 33.025 & 33.026 (Public Health Dental Assistant) of the Code of Ordinances of the City of Manchester.”

providing for the establishment of a new class specifications, Public Health Dental Assistant, and is recommending same be referred to the Committee on Bills on Second Reading for technical review.

- K. Recommending that an Administrative Assistant II position, salary grade 13, in the Planning Department be reclassified to a Planning Technician, salary grade 14, effective July 1, 2005.

- L. Advising that it has approved Ordinance:

“Amending Section 33.026 (Animal Control Officer I and Animal Control Officer II) of the Code of Ordinances of the City of Manchester.”

providing for changes in class specifications, which do not change the title of a position and do not provide for any changes in salary grades of such positions, and is forwarding same to the Board for adoption.

**M.** Advising that it has approved Ordinance:

“Amending Section 33.026 (Planner I) of the Code of Ordinances of the City of Manchester.”

providing for changes in class specifications, which do not change the title of a position and do not provide for any changes in salary grades of such positions, and is forwarding same to the Board for adoption.

**COMMITTEE ON JOINT SCHOOL BUILDINGS**

- N.** Advising that they have approved the expenditure of up to \$38,000 from the School Facilities Improvement Project contingency fund to paint the ceilings and walls in the Central High School gymnasium.
- O.** Advising that they have approved the expenditure of up to \$87,000 from the School Facilities Improvement Project contingency fund for the architectural and structural plans for Beech Street Elementary School wall design.
- P.** Advising that they have approved the expenditure of up to \$155,000 from the School Facilities Improvement Project contingency fund for the architectural and structural plans for Highland Goffs Falls and Parker Varney wall design.
- Q.** Advising that they have approved the expenditure of up to \$320,000 from the School Facilities Improvement Project contingency fund for the procurement and installation of two replacement boilers at Memorial High School.

**LADIES AND GENTLEMEN, HAVING READ THE CONSENT AGENDA, A MOTION WOULD BE IN ORDER THAT THE CONSENT AGENDA BE APPROVED.**



5. Mayor Baines advises that a motion is in order to allow the Committee on Bills on Second Reading to meet.
6. Mayor Baines calls the meeting back to order.
7. Report of the Committee on Bills on Second Reading, if available.  
**Ladies and Gentlemen, what is your pleasure?**
8. If the report of the Committee on Bills on Second Reading has been accepted, a motion is in order to suspend the rules and place the Ordinances on their final reading by titles only at this time without referral to the Committee on Accounts, Enrollment and Revenue Administration.

Ordinances: **(A motion is in order to read by titles only.)**

“Amending Sections 33.024, 33.025 & 33.026 (Marketing and Retention Specialist) of the Code of Ordinances of the City of Manchester.”

“Amending Sections 33.024, 33.025 & 33.026 (Public Health Dental Assistant) of the Code of Ordinances of the City of Manchester.”

**These Ordinances having had their final presentation a motion is in order on passing same to be Ordained.**

9. Nominations to be presented by Mayor Baines, if available.
10. Confirmation of the nomination of Peter Escalera as a member of the Manchester Transit Authority Commission to fill the unexpired term of Eugene E. Boisvert, term to expire May 2009.  
**A motion is in order to confirm the nomination as presented.**
11. Confirmation of the nomination of Signe A. McQuaid as a member of the Board of Registrars to succeed Barbara Arnold, term to expire May 1, 2008.  
**A motion is in order to confirm the nomination as presented.**

12. Confirmation of the nomination of William F. Houghton, Jr. as a member of the Highway Commission to succeed William F. Kelley, term to expire January 15, 2008.

**A motion is in order to confirm the nomination as presented.**

13. Confirmation of the nominations to the Planning Board as follows:  
Peter Capano to succeed himself, term to expire May 1, 2008;  
Todd Connors to succeed himself, term to expire May 1, 2008;  
Raymond Clement to succeed himself, term to expire May 1, 2008;  
David B. Eaton to fill the unexpired term of Harold Sullivan, term to expire May 1, 2007; and  
Harold Sullivan to succeed Peter Sorrentino, term to expire May 1, 2008.

**A motion is in order to confirm the nominations as presented.**

14. Confirmation of the appointment of Paul Borek as the Economic Development Director, effective on or about July 11, 2005.

**A motion is in order to confirm the appointment as presented.**

15. Report(s) of the Committee on Community Improvement, if available.  
**Ladies and Gentlemen, what is your pleasure?**

16. Mayor Baines advises that a motion is in order to recess the regular meeting to allow the Committee on Finance to meet.

17. Mayor Baines calls the meeting back to order.

### **OTHER BUSINESS**

18. Report(s) of the Committee on Finance, if available.  
**Ladies and Gentlemen, what is your pleasure?**

19. Communication from Leo Bernier, City Clerk, requesting authorization to apply for a \$7,337 NH State Library Conservation Grant to fund the restoration of early records of the Town and City of Manchester (1836-1847).

**Ladies and Gentlemen, what is your pleasure?**

20. Communication from William Sanders, Chief Financial Officer of the Manchester School District, seeking authorization to enter into a Purchase and Sale Agreement dated April 20, 2005 between the Manchester School District and the Estate of Richard Chretien for the purpose of real estate at 1015 Merrill Street.

**Ladies and Gentlemen, what is your pleasure?**

21. Ordinances: **(A motion is in order to read by titles only.)**

“Amending Section 33.026 (Animal Control Officer I and Animal Control Officer II) of the Code of Ordinances of the City of Manchester.”

“Amending Section 33.026 (Planner I) of the Code of Ordinances of the City of Manchester.”

**These Ordinances having had the approval of the Human Resources Committee, if the related reports have been accepted, a motion is in order that the Ordinances pass and be Ordained.**

22. Appropriating Resolution: **(A motion is in order to read by title only.)**

“Amending ‘A Resolution providing for supplemental appropriations to the Manchester Airport Authority from Special Airport Revenue Funds for Fiscal Year 2005 in the amount of \$4,500,000’ to \$10,000,000.”

**Following amendments, if any, a motion is in order that the Appropriating Resolution pass and be Enrolled.**

**23. Appropriating Resolution: (A motion is in order to read by title only.)**

“Amending ‘A Resolution appropriating to the Manchester Airport Authority the sum of \$57,057,100 from Special Airport Revenue Funds for Fiscal Year 2006’ to \$47,057,100.”

**Following amendments, if any, a motion is in order that the Appropriating Resolution pass and be Enrolled.**

**24. Appropriating Resolution: (A motion is in order to read by title only.)**

“A Resolution appropriating the sum of \$15,184,335 from Sewer User Rental Charges to the Environmental Protection Division for Fiscal Year 2006.”

**Following amendments, if any, a motion is in order that the Appropriating Resolution pass and be Enrolled.**

**25. Appropriating Resolution: (A motion is in order to read by title only.)**

“A Resolution appropriating to the Manchester Transit Authority the sum of \$1,074,691 for the Fiscal Year 2006.”

**Following amendments, if any, a motion is in order that the Appropriating Resolution pass and be Enrolled.**

**26. Appropriating Resolution: (A motion is in order to read by title only.)**

“A Resolution appropriating to the Manchester School District the sum of \$142,203,719 for the Fiscal Year 2006.”

**Following amendments, if any, a motion is in order that the Appropriating Resolution pass and be Enrolled.**

**27. Appropriating Resolution: (A motion is in order to read by title only.)**

“A Resolution appropriating to the Manchester School Food and Nutrition Services Program the sum of \$5,512,450 from School Food and Nutrition Services Revenues for Fiscal Year 2006.”

**Following amendments, if any, a motion is in order that the Appropriating Resolution pass and be Enrolled.**

**28. Appropriating Resolution: (A motion is in order to read by title only.)**

“A Resolution appropriating the sum of \$3,245,749 from Recreation User Charges to the Recreation Division for Fiscal Year 2006.”

**Following amendments, if any, a motion is in order that the Appropriating Resolution pass and be Enrolled.**

**29. Resolution: (A motion is in order to read by title only.)**

“Establishing a Non-Capital Reserve Account pursuant to RSA 34:1-a.”

**Following amendments, if any, a motion is in order that the Resolution pass and be Enrolled.**

**30. Appropriating Resolution: (A motion is in order to read by title only.)**

“Raising Monies and Making Appropriations for the Fiscal Year 2006.”

**Following amendments, if any, a motion is in order that the Appropriating Resolution pass and be Enrolled.**

**31. Appropriating Resolution: (A motion is in order to read by title only.)**

“Approving the Community Improvement Program for 2006,  
Raising and Appropriating Monies Therefore, and Authorizing  
Implementation of Said Program.”

**Following amendments, if any, a motion is in order that the  
Appropriating Resolution pass and be Enrolled.**

**32. Appropriating Resolution: (A motion is in order to read by title only.)**

“Appropriating all Incremental Meals and Rooms Tax Revenue  
Received by the City in Fiscal Year 2006 and held in the Civic  
Center Fund, for the payment of the City’s Obligations in Said Fiscal  
Year Under the Financing Agreement.”

**Following amendments, if any, a motion is in order that the  
Appropriating Resolution pass and be Enrolled.**

**33. Appropriating Resolution: (A motion is in order to read by title only.)**

“A Resolution appropriating to the Manchester Aggregation  
Program the sum of \$834,682 from Aggregation Fees for the Fiscal  
Year 2006.”

**Following amendments, if any, a motion is in order that the  
Appropriating Resolution pass and be Enrolled.**

**34. Appropriating Resolution: (A motion is in order to read by title only.)**

“Amending ‘A Resolution appropriating to the Central Business  
Service District the sum of \$225,000 from Central Business Service  
District Funds for Fiscal Year 2006’ to \$230,500.”

**Following amendments, if any, a motion is in order that the  
Appropriating Resolution pass and be Enrolled.**

**35. Appropriating Resolution: (A motion is in order to read by title only.)**

“Continuation of the Central Business Service District.”

**Following amendments, if any, a motion is in order that the  
Appropriating Resolution pass and be Enrolled.**

**36. Resolutions: (A motion is in order to read by titles only.)**

“Amending the FY2001 & FY2005 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Three Hundred Fifty Thousand Dollars (\$350,000) for the FY2005 CIP 811705 MCAM Public Access Grant Project.”

“Authorizing the Finance Officer to Make Certain Budgetary Closings for the Year 2005.”

**A motion is in order that the Resolutions pass and be Enrolled.**

**37. NEW BUSINESS**

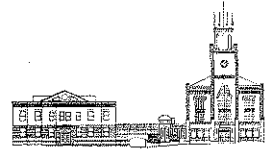
- a) Communications
- b) Aldermen

**38. If there is no further business, a motion is in order to adjourn.**



# CITY OF MANCHESTER

## Office of the City Clerk



Leo R. Bernier  
City Clerk

Carol A. Johnson  
Deputy City Clerk

Paula L-Kang  
Deputy Clerk  
Administrative Services

Matthew Normand  
Deputy Clerk  
Licensing & Facilities

Patricia Piecuch  
Deputy Clerk  
Financial Administration

### MEMORANDUM

To: Board of Mayor and Aldermen

From: Lisa Thibault, City Clerk's Office *Lisa*

Date: May 12, 2005

Subject: BMA Minutes for Acceptance

Enclosed for your review and consideration are copies of minutes for meetings on the following dates:

March 15, 2005 (2)

March 16, 2005

which will appear on the May 17, 2005 BMA agenda.

Attachments



4B  
Tel  
9/5/06

9AAVRX  
POLE LOCATION  
FORM NO. 1

April 29, 2005

In The Board of Mayor and Alderman  
of the City of Manchester, New Hampshire:

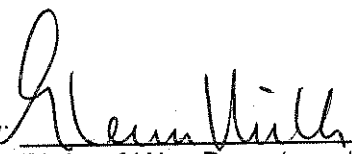
**VERIZON NEW ENGLAND INC  
&  
PUBLIC SERVICE OF NEW HAMPSHIRE**

requests a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary, along, across and under the following public ways:

**The placing and licensing of 1 new pole (88C/1) on Putnam Street, in the City of Manchester, New Hampshire, as per attached.**

cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon together with such strengthening and protecting fixtures as may be necessary, said underground conduits, poles and structures to be installed approximately in accordance with the plan filed herewith marked Verizon New England Inc. and Public Service of New Hampshire.

No: 9AAVRX  
Dated: April 21, 2005  
Verizon New England, Inc.

By:   
Right-of-Way Department

Public Service of New Hampshire

By:   
Kerry O'Donnell/Right-of-Way Department

PETITION AND POLE LICENSE  
PETITION

11-1072

RSW

413 U  
Manchester, New Hampshire

April 21, 2005

To the Board of Selectman of the City of Manchester, New Hampshire.

PUBLIC SERVICE OF NEW HAMPSHIRE and VERIZON NEW ENGLAND, INC., request a license to install and maintain underground conduits, cable and wires, and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary along, and under the following public ways:

License one (1) pole, 1091/34, located on Silver Street in the City of Manchester.

VERIZON NEW ENGLAND, INC.

PUBLIC SERVICE OF NEW HAMPSHIRE

BY: Kleen Hilly

BY: Kerry O'Donnell

Kerry O'Donnell, Right of Way

LICENSE

Upon the foregoing petition and it appearing that the public good so requires, it is hereby

ORDERED

This \_\_\_\_\_ day of \_\_\_\_\_, 2005, that, PUBLIC SERVICE OF NEW HAMPSHIRE AND VERIZON NEW ENGLAND, INC. be and hereby are granted a license to erect and maintain poles and structures, with wires, cables, conduits and devices thereon, together with sustaining, strengthening and protecting fixtures, in the public ways covered by said petition. All of said wires, except such as are vertically attached to poles and structures, shall be placed in accordance with the National Safety Code in effect at the time of petition and/or license is granted.

The approximate location of the poles and structures shall be shown on plan marked "PUBLIC SERVICE OF NEW HAMPSHIRE and VERIZON NEW ENGLAND, INC." No. 11-1072, dated March 24, 2005, attached to and made a part hereof.

City of Manchester, New Hampshire

BY: \_\_\_\_\_

BY: \_\_\_\_\_

BY: \_\_\_\_\_

Received and entered in the records of the City of Manchester, New Hampshire, Book \_\_\_\_\_, Page \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_

City Clerk

PETITION AND POLE LICENSE  
PETITION

11-1071

City

418

Manchester, New Hampshire

April 21, 2005

To the Board of Selectman of the City of Manchester, New Hampshire.

PUBLIC SERVICE OF NEW HAMPSHIRE and VERIZON NEW ENGLAND, INC., request a license to install and maintain underground conduits, cable and wires, and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary along, and under the following public ways:

License one (1) pole, 33/34, located on Massabesic Street in the City of Manchester.

VERIZON NEW ENGLAND, INC.

PUBLIC SERVICE OF NEW HAMPSHIRE

BY: \_\_\_\_\_

BY: \_\_\_\_\_

Kerry O'Donnell, Right of Way

LICENSE

Upon the foregoing petition and it appearing that the public good so requires, it is hereby

ORDERED

This \_\_\_\_\_ day of \_\_\_\_\_, 2005, that, PUBLIC SERVICE OF NEW HAMPSHIRE AND VERIZON NEW ENGLAND, INC. be and hereby are granted a license to erect and maintain poles and structures, with wires, cables, conduits and devices thereon, together with sustaining, strengthening and protecting fixtures, in the public ways covered by said petition. All of said wires, except such as are vertically attached to poles and structures, shall be placed in accordance with the National Safety Code in effect at the time of petition and/or license is granted.

The approximate location of the poles and structures shall be shown on plan marked "PUBLIC SERVICE OF NEW HAMPSHIRE and VERIZON NEW ENGLAND, INC." No. 11-1071, dated March 3, 2005, attached to and made a part hereof.

City of Manchester, New Hampshire

BY: \_\_\_\_\_

BY: \_\_\_\_\_

BY: \_\_\_\_\_

Received and entered in the records of the City of Manchester, New Hampshire, Book \_\_\_\_\_, Page \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_

City Clerk

4C

## MAYOR'S UTILITY COORDINATING COMMITTEE

April 20, 2005

It would be greatly appreciated if a representative from each Department or Utility attend the monthly meetings so that any essential information could best assist and/or work with affected parties.

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The meeting was called to order by Peter Capano at 10:10 AM.

### MANCHESTER HOUSING AUTHORITY

#### Ward

- #3 89 Pine Street – Looking to relocate construction division.
- #12 French Hall – City has approved the sale to the developer, Brooks Properties which will be rehabbed to professional offices. The property will be owner occupied and include lease. Sale should close within 90 days. Letter of Intent has been signed.
- #4 MHRA is in a joint venture with Southern NH Services to construct 28 units of elderly housing on the vacant lot at #628 Hanover Street. The lot is formerly the Somascan property. \$2.6 million grant received from HUD. David White is the architect. Bids were opened, North Branch Construction awarded contract. Work to begin within one month.
- #11 Brown School – Executed purchase and sales to the MHRA. Undergoing Phase 1 environmental assessment. Venture to rehab as elderly housing with addition.
- #2 Old Wellington Rd. – Construction of apartment buildings well underway on Old Wellington Road. Occupancy of building #1 expected in early May. Building #2 in July and Building #3 in June.
- #3 Jac-Pac – City now owns property. Phase 1 and 2 environmental assessment are done. Looking for interim use proposals. Access to Chinberg has been granted.

## Ward

4C

### STATE PROJECTS

- #6 Candia Road  
[Bypass 28-I-93] - NH Department of Transportation has developed ROW plans. A two-year construction period is expected. Preconstruction and utilities meetings have been held. R.S. Audley has begun work.
- #8 I-293 - Phase 3: Continental Paving has resumed the last phase of widening from S. Willow to I-93 split soon.
- #11 Granite St./F.E.  
Everett Trnpk Imprv. - The Department of Transportation has hired CLD Engineers to complete the design and dovetail ramp work with the City's widening of Granite Street. Work will be performed in phases. Park Construction was low bidder on "B" contract. Work includes relocation of sewer and of Allied Drive. Demolition is almost complete and blasting for sewer work has begun. Granite Street work will be re-bid next Summer combining City bridge work with State bridge work.
- #8 Airport Access - The NH Department of Transportation's preliminary design is progressing. Some building demolition will take place this year. Construction is expected to begin in 2006. The project will be split into multiple contracts and construction is expected to be complete in 2009.

### PLANNING/BUILDING

#### SUBDIVISIONS

- #12 Legacy Dr. - 11 lot subdivision located between Straw Rd. and Goffstown Road, base pavement is down.
- #9 Brown Ave. - Dunkin' Donuts has Planning Board approval to be located between Evans and On-The-Run.
- #2 721 Mammoth Rd. - Three buildings containing 9 units approved by Planning Board. Work is almost complete.
- #8 Bryant Road - Approved for both condos (56) and single family housing (34). Construction well underway on units.
- #12 Woodland Pond - 77 lot subdivision for single-family homes approved with roads off Countryside Blvd. Work has begun in Phase 2.
- #1 McLane Lane - ***Seven unit planned development proposed for east end of existing road.***

## Ward

- 4C
- #12 Cedar Ridge - 35-lot subdivision off Hackett Hill Rd. A portion of the Woodland Pond Subdivision sold to Reggie Moreau.
  - #8 270 Stanton St. - 4 new lots approved by Planning Board. Utility work underway on one lot.
  - #2 820 Wellington Rd. - Walnut Terrace is under construction, eight-lot subdivision road named LaValle Lane.
  - #6 Hobart St. - New 17-lot subdivision proposed.
  - #3 Chinburg - ***Residential townhouses are under construction with two highrise towers to follow just south of Fisher Cats Stadium.***

## SITE PLANS

- #10 394 2<sup>nd</sup>. St. - Families in Transition rehab of mill building for housing and retail is well underway.
- #5 310 Wilson St.  
(Vista Foods) - Shopping center rehab. – 73,000 SF, new overall 171,000 S.F. has Planning Board approval. Foundation work to come soon. Drainage and utility connections are underway. Retail building “B” is ready for occupancy.
- #2 166 LaGrange Ave. - Islamic Society Mosque – 13,000 SF approved by Planning.
- #3 Bridge/Elm Sts. - Manchester Place Apartment building and parking garage. Parking garage being assembled.
- #1 2233 River Rd. - Synagogue/Temple proposed at intersection of Bicentennial Drive has Planning Board approval
- #10 Carisbrooke - 38 Apts. proposed for steel frame building, approved by Planning Board. Work is approaching completion.
- # 8 1300 S.Porter St. - 150,000 S.F. Furniture World was approved by the Planning Board. Construction underway.
- #12 Riverfront Dr. - One 5-unit condo and one 4-unit condo approved. Work is “on hold”.
- #3 795 Elm St. - Rehabilitation underway, at Merrimack Street. PSNH needs to upgrade service to building, must dig in N. Merrimack St.

## Ward

4C

- #1 River Road - New Housing for residents at YDC. Work is underway, N. Branch is construction manager.
- #5 Elliot Hospital - Daycare Center off Massabesic St. for use of hospital employees. Work is well underway.
- #2 845 Mammoth Rd. - Three story, 10 unit building approved by Planning Board.
- #1 Aspen Way - 10 lot planned development off Bicentennial Rd. (Mtn. View Estates). Stabile Builders is the contractor and work is underway.
- #3 25 Brook St. & 15-19 Temple Ct. - One new 8-unit building and conversion of 25 more into housing approved by Planning Board. Work is underway.
- #12 3 Country Club Dr. - New eighteen unit apartment building underway.
- #6 Bridge St. Extn. - 8-lot planned development (Newstead Way) immediately east of I-93 has been approved by Planning Board. Some utility work has begun.
- #6 Hobbs Way - Four houses to be built off Bridge Street Extension.
- #5 661 Bell St. - 36 Handicap access apartments approved by Planning Board.
- #9 915 S.Mammoth Rd. - Three self-storage units has Planning Board approval.
- #7 Maple/Silver Sts. - Mill proposed to be converted to housing.
- #12 55 Riverfront Dr. - The Pointe Apartments, 68 units – work is underway.
- #3 25 Line Dr. - Hilton Hotel “Garden View” 156 room hotel under construction.
- #8 400 Gay St. - Summit Pkg. proposing to move to north end of Gay St. and expand building.
- #6 **Cohas Brook Estates** - **31 Unit planned development. Work is underway.**

**Water Works Projects****Cleaning and Lining Project (10,990')**

a) Highland Park Ave. – Candia Rd. to Laydon St.	1,050 L.F. of 6"
b) Laydon St. – Orchard Ave. to Cushing St.	820 L.F. of 6"
c) Laydon St. – Page St. to Lovering St.	500 L.F. of 6"
d) Longwood Ave. – Mammoth Rd. to Revere Ave.	630 L.F. of 6"
e) Lovering St. – Laydon southerly	340 L.F. of 6"
f) Norton Ave. – Longwood Ave. to Candia Rd.	480 L.F. of 6"
g) Norton Ave. – Oakland Ave. to Longwood Ave.	300 L.F. of 6"
h) Oakland Ave. – Mammoth Rd. to Revere Ave.	700 L.F. of 6"
i) Oakland Ave. – Revere Ave. to Norton Ave.	260 L.F. of 6"
j) Orchard Ave. – Candia Rd. to Oakland Ave.	650 L.F. of 6"
k) Orchard Ave. – Oakland Ave. to Laydon St.	430 L.F. of 6"
l) Page St. – Candia Rd. to Laydon St.	800 L.F. of 6"
m) Page St. – Laydon St. to Hanover St.	900 L.F. of 6"
n) Revere Ave. – Wayland Ave. to Oakland Ave.	580 L.F. of 6"
o) Talbot St. – Candia Rd. southerly	400 L.F. of 6"
p) Wayland Ave. – Mammoth Rd. to Revere Ave.	600 L.F. of 6"
q) Woodbine Ave. – Candia Rd. to Longwood Ave.	530 L.F. of 6"
r) Woodland Ave. – Candia Rd. to Laydon St.	1,020 L.F. of 6"

**Water Main Replacements (7,050')**

A. Cartier St. – Sullivan St. southerly	370 L.F. of 6"
B. Farmer Ln. – Candia Rd. northerly	150 L.F. of 6"
C. Kidder St. – Elm St. to Canal St.	710 L.F. of 6"
D. Lavista St. – Laxson Ave. to Parkview St.	430 L.F. of 8"
E. Lovering St. – Laydon St. northerly	200 L.F. of 6"
F. Norton St. – Oakland Ave. northerly	330 L.F. of 6"
G. Platts Ave. – Candia Rd. southerly	300 L.F. of 6"
H. Revere Ave. – Oakland Ave. northerly	450 L.F. of 6"

**State Projects (4,110 L.F.)**

I. Allard Dr. – Foundry St. to Granite St.	2,900 L.F. of 12"
J. Candia Rd. – Exit 6 to Massabesic Circle	200 L.F. of 10"
K. Commercial St. – Granite St. northerly	260 L.F. of 12"
L. Turner St. – School St. to Walker St.	750 L.F. of 6", 8"

**PARKS & RECREATION PROJECTS****P&R PROJECTS - FY'04**



## Ward

4C

### #5 Raco-Theodore Pool Project

- Design/Engineering funds were approved to develop plans for improvements identified in the 1997 study of this aquatic facility. Funding was appropriated in the the current CIP budget for the pool project, design is underway with construction in the fall.

### #4 Derryfield Park

- Construction of soccer field, (4) tennis courts, (2) softball fields rehabbed planned. Phase 2, contract awarded to Ted Bantis for \$620,000. Work is underway.

## Other Grant & Planning Projects (FY 2004)

### #10 *Piscataquog Trailway, Phase II*

- Grant funding for Phase II has been approved by the NH Department of Transportation for a Transportation Enhancement (TEA) project. This will involve continuation of the trail from South Main Street to the West Side Arena. Authorization of funds will begin in the Fall of 2003. In design by VHB.

### #11 Jr. Deb Field

- Rehab of Jr. Deb field behind West Side Arena. Shut down for winter. Will be complete by May 2005.

### #9 South Manchester Rail Trail

- Grant funding for the initial project has been approved by the NH-DOT for a congestion Mitigation and Air Quality (CMAQ) project. This will involve planning, design and construction of a recreational trail along the former Manchester and Lawrence Branch Railroad, from Spring Garden Street to Goffs Falls Road. The trail will link neighborhoods along South Beech Street with Precourt Park. Authorization of funds will begin in the Fall of 2003. Berger Engineers have been chosen as design consultants. Permitting work begun, design is well underway.

### #8 Brown/Mitchell Park

- Playground to be installed at Brown Ave. and W. Mitchell Street.

### *Valley Cemetery Rehabilitation*

- Grant funding from the Land and Community Heritage Investment Program (LCHIP) was approved this Spring. A total of \$400,000 is designated to begin the Phase 1 work, which will be done through (2) bids, Fence Rehabilitation and Gate Environs. Work is ongoing.

### #1 Stark Park

- Master Plan to be produced. Some brush to be removed by Contractor.

4C Ward

**#10** Piscataquog  
River Park

- Dubois & King designing rehab of baseball/football fields with lighting relocated from Singer Park.

**# 4** Derryfield  
Country Club

- New clubhouse under construction.

<b>HIGHWAY DEPARTMENT PROJECTS</b>
------------------------------------

Construction Projects

**#12** Front St. @  
Goffstown  
Back Rd.

- Proposed project will add right turning lane on Front St. onto Goffstown Road. Keyspan to relocate gas main. Verizon may need to relocate conduit.

**# 6** Candia Rd.  
Dry Sewer

- Sewer plan is ready to be constructed in 2005 as part of the first year of the Department of Transportation's project.

**# 4** Lowell St .

- Beech to Maple reconstruction is planned for July 2005.

**#12** Goffstown Back  
Road

- Possible reconstruction from Coolidge Ave. to Cemetery.

**#2** Derryfield Parking  
Lot

- Area cleared and base pavement laid. Final pavement and some curb work scheduled in the Spring.

**#11** West Side Arena

- Additional parking. Area cleared and base paved. Final paving due in Spring.

**#10** CSO-5

- So. Main North \$4.5 million dollar project underway. CDM providing oversight.

**#11/12** CSO-6

- Presently out to bid, work to commence on Kelley, Bremer and Mason Streets.

**# 2** Wellington Rd.  
@ Old Wellington  
Road

- Expansion of signalized intersection at Eddy Roy Rd. to 4-way to allow traffic from Old Wellington Road. Bids received, low bidder J. Parker & Daughters at \$224,000. Work has begun.

**#3/5** Grove/Bell Sts.

- Reconstruct street from Pine to Beech Street including street lights. Grove Street utilities underway.

**#9** S.Mammoth Rd.  
Sewer, Phase 3

- Pumping Station and sewers. Low bidder was R.D. Edmunds @ \$1.3 million. Preconstruction conference held. Work to begin Monday, May 2<sup>nd</sup>.

## Ward

### Sidewalks

4C

- #8 S. Jewett St. (W) - Vinton Street to Weston Road. Out to bid, due on the 29<sup>th</sup>.

Santorelli Construction to complete this work:

- #3 W. Merrimack (N) - Franklin St. to alley.  
#11 Notre Dame Ave. - Hecker St. to Conant Street. Santorelli to begin on Saturday, April 23<sup>rd</sup>.  
#3 Franklin St. (W) - W. Merrimack St. to Middle Street.  
#3 Middle St. (S) - Franklin St. to alley.  
#3 S. Bedford to S. Commercial - Adjacent to WMUR-TV southerly parking lot under design.

<b>MANCHESTER AIRPORT</b>
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- #8 FAA Aircraft Traffic Control Tower (ATCT) - Project underway. Construction Mgr. is Harvey Construction Co., Inc. Completion due 2006.
- #8 Runway 6 - Runway 6 reconstruction project under design by Hoyle, Tanner and Associates. Project is slated for bid in May 2005. Notice to Proceed June '05.
- #8 Winston/Gay Sts. - **Construction of parking lot behind Tage Inn. Project design by McFarland-Johnson. Bidding schedule for Fall '05 with construction Fall '05. Completion end September '05.**
- #8 Aerohex Hangers - **Project of new hangers in the N.E. area of the airport. Project under design by CLD for site work. Not yet approved by the Planning Board.**
- #8 Misc. Interior Mtce. Projects - Various maintenance projects throughout Airport facility. No immediate utility coordination concerns. Projects are: Mill and overlay terminal loop road, mill and overlay a portion of taxiway "E", clean and re-seal PCC apron joints, miscellaneous parking lot repairs.

4C Ward

**KEYSPAN ENERGY DELIVERY**

#3 S. Commercial St. - Work related to Fisher Cats Stadium is complete and residential work to come soon.

#10 CSO  
Contract #5 - Working on Coolidge Ave. (Bremer-Goffstown Rd.)

**PSNH**

#1 YDC - N.River Rd. to Union to YDC. PSNH installing 66 poles bringing 34.5 Kv service to site. Expected to be done in Spring 2005.

#4 Bridge St. - Conversion to 34.5K up to Trinity High School.

#3 Merrimack St. - Need to upgrade service to rehabilitated building at #795 Elm Street.

**MANCHESTER TRAFFIC DEPARTMENT**

#3/5 Union/Lake - Reconstruct signals. N.E. Signals starting soon.

**VERIZON**

#6 Candia Rd. - Massabesic Circle to I-93. Cable relocation underway.

#3 Kidder St. - Service to Manchester Place from Hampshire Lane.

#4 Lowell St. - Relocation of conduit Beech to Maple to accommodate Highway reconstruction work.

#5 Spruce St. - Lincoln to Wilson conduit replacement to accommodate Highway Department reconstruction work.

**NEXT MEETING:** The next MUCC meeting has been scheduled for Wednesday, May 18<sup>th</sup> 2005 at 10: 00 AM in the **Conference Room, second floor**, at the Manchester Water Works.

4C

Attended   Contact List

	Ms. Janet Kelliher	PSNH	882-5894 X5230
x	Mr. Karl Franck	Building Dept.	624-6475
x	Mr. Jay Davini	Manchester Highway Dept.	624-6444
	Mr. Guy Chabot	Manchester Water Works	624-6494
	Mr. Chris Blue	Fire Department	669-2256
	Mr. Steve Morin	Fire Department	669-2256
x	Mr. Mike Venti	Airport Authority	624-6539 X318
	Mr. Jim Hoben	Traffic Department	624-6580
x	Mr. Jody Rivard	Manchester Fire Dept.	669-2256
	Mr. Chuck DiPrema	Parks & Recreation Dept.	624-6565 X315
x	Mr. Matt Wietecha	Verizon	645-2703
x	Mr. Terry Harlacher	Planning Department	624-6450
x	Ms. Betty Hackett	Verizon	645-2713
x	Mr. Jim Findlay	Keyspan	231-4970
x	Mr. Mike Jolin	MHRA	624-2111
	Mr. Frank Carey	Comcast	633-4266
	Mr. Tim Dent	Comcast	679-5695 X1013
x	Mr. Wayne Hackett	Verizon	645-2707
x	Mr. Allen Poullos	Keyspan	641-0234

**NOTE: NEW projects for the month will be *italicized/bold* printed.**

**MANCHESTER  
TRANSIT AUTHORITY**

110 ELM STREET, MANCHESTER, N.H. 03101-2799  
TELEPHONE: (603) 623-8801 • FAX: (603) 626-4512  
[www.mtabus.org](http://www.mtabus.org)



410  
April 27, 2005

Mr. Leo Bernier, City Clerk  
City of Manchester  
One City Hall Plaza  
Manchester, NH 03101

Dear Leo,

The MTA Commissioners held a Commission Meeting on Tuesday, April 26, 2005. Enclosed are the approved Minutes of our March 29, 2005 Commission Meeting, as well as the Financial and Ridership Reports for the month of March 2005.

The next scheduled Commission Meeting will be Tuesday, May 31, 2005 at 5:00 PM.

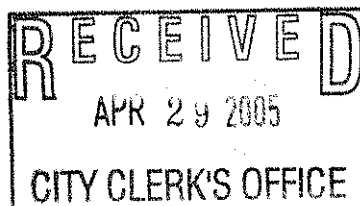
If you should have any questions, please feel free to contact me at extension 612.

Very truly yours,

David Smith  
Executive Director

DS:cr

Enclosures



**MANCHESTER  
TRANSIT AUTHORITY**

110 ELM STREET, MANCHESTER, N.H. 03101-2799  
TELEPHONE: (603) 623-8801 • FAX: (603) 626-4512  
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4D

**Manchester Transit Authority**

**March 29, 2005 Commission Meeting**

**MEMBERS PRESENT:**

Chairman John H. Trisciani  
Vice Chairman David F. Jespersen  
Commissioner Julie A. Gustafson  
Commissioner Joseph J. Deselle

**PERSONNEL PRESENT:**

David Smith, Executive Director  
Karyn Porter, Assistant Executive Director  
William J. Cantwell, Supt. of Administration  
Evan P. Rosset, Operations Planning Manager  
Paul Beauregard, Shop Manager

1. a. Chairman TRISCIANI called the meeting to order at 5:00 PM.
- b. **Minutes of March 1, 2005 Commission Meeting.** JESPERSEN made a motion to approve the March 1, 2005 Commission Meeting Minutes as presented.  
  
Seconded by GUSTAFSON. All Commissioners in favor.

**MANAGEMENT REPORTS**

2. a. **Financial Report for February 2005.** DESELLE made a motion to approve the Financial Report for February 2005. Seconded by JESPERSEN.  
  
**Transit Operation:** CANTWELL reported revenues were \$6,213 (2.64%) more than budget. Operating revenue was \$6,817 (35.69%) more than budget. Farebox income averaged \$3,968 per weekly deposit. The variances were sale of student tickets and sale of fuel and maintenance services to the City. Expenses were \$6,668 (2.60%) more than budget. The variance was in fringe benefits, the timing of payment for earned time benefits and mechanics sick wages. February and

4D  
March are the highest months for fueling vehicles but was offset by a decrease in parts in preparation for the February State of NH school bus inspections.

**School Operation:** Revenue was \$103 (0.04%) more than budget and charter revenue was close to the budget. Expenses were \$5,259 (2.33%) more than budget. School expenses tracked well, overtime and mechanic wages were the greatest variances. Fringe benefits were lower due to snow days; holiday and vacation time was paid in January instead of February with February vacation time paid in March. The major variance was the fuel.

TRISCIANI commented overtime was \$26,389.00. PORTER explained she has been dealing with absenteeism. CANTWELL referenced the "Operator Sick Pay" account stating that will explain the overtime paid out. CANTWELL stated student ticket sales are a variance because the transit division did not earn \$5,000 in ticket sales. He explained the school dispatcher is tabbing high school students daily and he will recapture the old data. He feels most of the \$18,000 will be moved into the school account. SMITH explained the diesel fuel cost difference is now a significant differential remaining high at \$1.87/gallon for diesel.

The Check Register was reviewed. Discussion about advertising for school bus operators. SMITH explained we are currently advertising in the Hippo and NH Union Leader. There was discussion about advertising in the Neighborhood Publication, radio advertising, NH Unemployment, and JobsinNH.com.

The Aged Trial balance was reviewed. CANTWELL explained there are still straggler invoices because of school vacation week. TRISCIANI questioned McDonough School invoice dated November 2004, and School District invoices



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for \$146.00 from June 2004 and \$290.00 from October 2004. CANTWELL explained the McDonough invoice was a Title I Program and it takes that program a long time for reimbursement and the two School District invoices have been addressed and promised payment. TRISCIANI recommended informing School District personnel about the overdue invoices so they can enforce payment. JESPERSEN recommended adding a 2% late payment fee. CANTWELL stated although it may take a while to collect payment on some of the invoices, we eventually prevail. All Commissioners in favor of approving Financial Report.

- b. **Operations Reports for February 2005.** ROSSET reported ridership is up for the fixed route transit service and there are no new collisions or on the job injury claims. Miles per road call are up. For inspections, it's the second month in a row where it appears we are doing less preventive maintenance ("PM") inspections than what are scheduled, but stated no inspections are behind. BEAUREGARD explained in order to get figures for ROSSET on when PM's are due; he takes total mileage and divides by 3,000 miles. Since it's not as accurate, BEAUREGARD will start running a weekly report so ROSSET can have the actual mileage. BEAUREGARD said his department does the PM's when they are due. ROSSET explained how he determines the percent of operators available versus scheduled. He looks at how many operators we have (29 transit) versus how many are available to cover work and arrives at the percentage.
- Transit Report:** PORTER reported ridership numbers are going up but there is a fluctuation because we are still using raw data. March will be the first month of passenger numbers from GFI for a full year. StepSaver numbers are better

4D  
because she is pulling numbers from parapan, but still having a hard time with “no shows” and cancellations. There were 945 people scheduled this month.

PORTER reported the Verizon shuttle numbers are lower because we are servicing fewer events, but will be starting Fisher Cats shuttle service next week. We have committed to the first two night games and six day games. TRISCIANI commented he heard there is a StepSaver passenger who schedules service every Saturday and doesn’t show up for the ride and is not canceling service. PORTER stated she needs to revamp the StepSaver policy for “no shows” and cancellations. She explained in June or July, if we have someone on staff, that person would oversee StepSaver scheduling and work on “no shows.” TRISCIANI talked about implementing a policy where drivers must change their signs before they get onto Elm Street. JESPERSEN also asked about making the bus operators stop at the bus stops on Elm Street, pick up their passengers, then pull forward to the front parking spot for their layover.

**School Report:** ROSSET reported we began the month with 77 active bus operators and ended the month with 76 operators. Manpower was a problem with the flu season, but did not impact the school operation too severely because of the use of transit operators, maintenance, and administrative personnel. ROSSET talked about recruiting, he explained not only did we advertise in NH Union Leader and Hippo, we had trainers distributing and posting flyers at various locations. He talked about the School District getting a flyer out to the parents through the PTA/PTO. PORTER explained we are looking for young mothers and retired people because those are the two groups that stay employed.

4D

TRISCIANI asked if the ad specifies an opportunity for full-time employment. It was explained the problem with offering full-time employment is that we don't know when an opening could occur and the applicant has to stay in the school operation before getting full-time employment.

**Maintenance Report:** BEAUREGARD reported inspections are complete and road calls down. His department has been busy getting 50 school buses ready for the annual State inspection. The overtime was caused by snow storms and a mechanic being out on sick leave for three months. That mechanic has since returned to work. BEAUREGARD voiced his concern about the engines on the Orion buses. He explained in 2000 the original engines were replaced at 300,000 miles with rebuilt engines. They are now starting to skip at 170,000/200,000 miles and replacing one motor will cost about \$15,000. The transmissions are still the originals and the wheelchair lifts are rotting out. These buses are wearing out very quickly. There was discussion about the Board members receiving a copy of BEAUREGARD's original maintenance report. SMITH said ROSSET pulls out pertinent information for his monthly statistics report. JESPERSEN and TRISCIANI would still like the Board to be furnished with this report.

### **NEW BUSINESS**

- 3      a.      **Review of Project Action Training in Washington, DC.** SMITH explained Andrew Bergang from SNHPC, JESPERSEN, Fred Roberge from Easter Seals and he went to Washington, DC for a seminar and training session paid for by Easter Seals. There were 20 teams from various cities across the nation with each team working on a local project. JESPERSEN said people talked about funding

4D

opportunities and different grants available for customer service seminars. He explained the ideal way to take a complaint is to respond back to the customer who complained and turn it around to a positive experience by responding in writing to the customer. JESPERSEN said they went through team planning to coordinate all the paratransit services in the area. SMITH said the local Easter Seals wanted to use this as an opportunity to flush out the plan for their project "Getting there Manchester." They wanted us to come up with a plan while in Washington, DC. He feels it may be stretching it to accomplish this plan from the Washington training, but it enables us to get more momentum. SMITH said when they returned from Washington, SNHPC asserted their authority and said transit planning is their responsibility and that they are ready to try to get Easter Seals to support that. JESPERSEN had set up an outline on training the trainer, training the passengers, and getting more people on the bus and off of StepSaver. SMITH said a lot of the disabled people present in Washington were very supportive of mass transit. SMITH showed the Board training handouts made by Easter Seals. SMITH said we need a strict eligibility determination process for StepSaver service since the ADA Law was established for the truly eligible disabled individual and it excludes those that are not disabled from using paratransit service.

#### **OLD BUSINESS**

4. a. **StepSaver Fare Increase.** Raising the StepSaver fare was discussed at the last Board Meeting. SMITH explained the FTA requires we publish an annual Program of Projects ("POP"). If the Board approves this increase we could

4/D

publish it in our POP since we have to hold a public hearing. DESELLE made a motion to increase StepSaver fare from \$1.50 to \$2.00. Seconded by GUSTAFSON. All Commissioners in favor.

- b. School Contract/Negotiations/TAS Consultant Survey. SMITH explained he's had several meetings with the School District regarding the pupil transportation contract. It is a one-year contract and he is working on the insurance language and performance guarantees. MTA staff and School District personnel focused on a meeting with consumers; Joe Raycraft and his staff on athletics, the person in charge of the after school program ("Century 21"), Henry Aliberti from the ELL transportation and MST transportation. This is the first opportunity we have had to meet with these individuals without having the transportation coordinator as the medium. They had a one hour interview with consultant Mark Walsh from Transportation Advisory Services and he will be returning for a longer visit. SMITH was impressed with his knowledge stating he gave them a good feel for the kinds of things he prefers. One issue Mr. Walsh addressed was why the MTA has control over the routing and scheduling. He does not think it is productive for the carrier to have control. SMITH informed Mr. Walsh he had no problem with the School District doing the scheduling, as long as there is some kind of transition. ROSSET said they would need someone who was qualified to do the scheduling. He also discussed going to a three tier bell system to increase efficiency. JESPERSEN recommended ELL students be issued ID cards with names and addresses. PORTER is addressing the issuance of ID numbers for

4D  
safety reasons without names and addresses. The consultant recommended possibly putting monitors on ELL buses.

- c. **SNHPC's Comprehensive Operation Analysis.** SMITH said at the last meeting the Board approved resubmitting the application to the State of NH Department of Transportation ("NHDOT") for FTA Section 5313 funds to do a Comprehensive Operations Analysis ("COA"). After that meeting, SMITH made a courtesy visit to Director David Preece at SNHPC and found out Mr. Preece was going to apply for the 5313 funds. He stated SNHPC and MTA met with NHDOT and decided to pursue transit planning funds together. SNHPC will insert our project in their planning work program. The COA would be Phase 1 and in Phase 2 we will conduct a study and review of potential need for a regional transit authority. Phase II will be a first time look at what the future of transit should be in the region. The critical issue is how it might be funded. Neither SNHPC nor MTA will be pursuing Section 5313 funds because Ken Hazeltine from NHDOT said SNHPC has arrears of \$170,000 that they need to spend on transit planning. SMITH briefed the Board on the Chamber of Commerce's regional identity development meetings. Unlike the Seacoast and Portsmouth areas, Manchester does not have an identity and the idea is to define what our area is. TRISCIANI feels this could open the doors for travel into other areas like Hooksett.
- d. **Status of Orion Bus Option.** SMITH explained he has spent three months working with Orion on their guarantee that there is an option to purchase buses in Albany. He received a letter from Albany that said we can take three of their option buses this year. As the last step, he requested contract documents from

YD

Orion and contacted the FTA. The FTA indicated they would review the contract documents at our next Triennial Review. A couple of days later he received a call from Mr. Dick Cole with the FTA and he indicated Albany never executed the contract so the contract does not exist. Orion said they received a letter of award from Albany, but Albany never bought the buses. Orion is now trying to deal with the FTA's Region III office in New York because that is where the Albany option should exist. We are awaiting Orion's results with FTA. In the meantime, SMITH is generating specifications for a 30' low floor bus and he plans to go out to bid for six buses in the first year; 3 this year and 3 in the fall, and then 3 as an option for the following year. Another available option is with Optima Bus, but the Board does not want that bus. TRISCIANI asked about Gillig buses. BEAUREGARD has no problems with the Gillig buses.

- e. **Plans for Fisher Cats Shuttle.** PORTER explained we will be operating a shuttle for the first two night games and six day games. The only problem that will exist is the parking issue and on the first two night games there are two major events going on at the Verizon. She is preparing for an abundance of customers for both events with Verizon being one of the stops. She is extending dispatch hours on both Friday and Saturday nights. There is talk about using the upper lot at JacPac, but the major concern is people will expect that lot open all the time. SMITH stated there is concern from the Mayor's Office about parking when there are two major events. There was conjecture about operating buses through our property and JacPac's and putting cones in the streets and creating bus lanes, etc. He said the farther the parking area the more pressure it puts on us. SMITH said

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we are still looking at the shuttle service plan for Thursday and Friday.

TRISCIANI said the Fisher Cats pamphlet has directions to the stadium and is bringing everyone from the highway onto Granite Street. SMITH said Tom Lollicata is working with the State to have signs made up that directs traffic to Exits 4, 5 and 6.

- f. **Mayor's Budget Proposal to Aldermanic Board.** SMITH said the Mayor presented our budget to the Aldermen and it reflects a 6.1% increase. The way it was presented looks like we are overspending because he talks about percentages. Fuel, health benefits, and fleet insurance are the three major factors for the increase. The Mayor was supportive and talked about our StepSaver service.

### **OTHER BUSINESS**

5. a. **TAS Consultant.** SMITH passed out attachments that were given to the consultant. No discussion from the Board.
- b. **Date for Next Meeting.** Tuesday, April 26, 2005.

With no further business to come before the Board, GUSTAFSON made a motion to adjourn the meeting at 6:30 PM. Seconded by DESELLE. All Commissioners in favor.



4D



Transit

March 2005

## INCOME STATEMENT TRANSIT

MARCH 01, 2005 - MARCH 31, 2005

REPORT # 002 VERSION # 000200 FORMAT # 02

	CURRENT PERIOD				YEAR TO DATE				YTD NET CHANGE	
	THIS YEAR	PCT	BUDGET	PCT	THIS YEAR	PCT	BUDGET	PCT	AMOUNT	VAR%
FAREBOX REVENUE										
4010 FAREBOX	18,525.38	7.3	12,000.00	5.1	144,213.70	6.5	117,000.00	5.5	27,213.70	23.2
4011 TICKETS - ADULTS	2,007.00	0.7	1,850.00	0.7	19,405.01	0.8	16,650.00	0.7	2,755.01	16.5
4012 TICKETS - SENIORS	690.00	0.2	800.00	0.3	7,869.50	0.3	7,200.00	0.3	669.50	9.3
4013 TICKETS - STUDENTS	9,117.50	3.6	0.00	0.0	9,396.04	0.4	0.00	0.0	9,396.04	100.0
4014 MONTHLY FULL FARE	990.00	0.3	1,500.00	0.6	16,295.00	0.7	13,500.00	0.6	2,795.00	20.7
4015 HANDICAPPED FEES	585.00	0.2	1,500.00	0.6	9,993.73	0.4	13,500.00	0.6	3,506.27	25.9
4058 MONTHLY HALF FARE	1,575.00	0.6	1,450.00	0.6	10,427.75	0.4	13,050.00	0.6	2,622.25	20.0
TOTAL FAREBOX & TICKETS	15,254.88	6.0	19,100.00	8.1	217,600.73	9.9	180,900.00	8.5	36,700.73	20.2
TRANSIT CHARTER										
4050 SPECIAL FARE	0.00	0.0	1,500.00	0.6	8,665.50	0.4	13,500.00	0.6	4,834.50	35.8
TOTAL SPECIAL FARES	0.00	0.0	1,500.00	0.6	8,665.50	0.4	13,500.00	0.6	4,834.50	35.8
OTHER INCOME										
4039 SALE FUELS CITY	25,265.69	9.9	14,438.00	6.1	191,771.25	8.7	129,942.00	6.1	61,829.25	47.5
4056 RENT BUS TERMINAL	2,400.00	0.9	1,600.00	0.6	13,200.00	0.6	14,400.00	0.6	1,200.00	8.3
4057 NH EMPLOYMENT DIV	0.00	0.0	0.00	0.0	6,105.00	0.2	0.00	0.0	6,105.00	100.0
4060 ADVERTISING SERVICES	5,869.99	2.3	5,000.00	2.1	47,992.40	2.1	45,000.00	2.1	2,992.40	6.6
4070 SALES MAINT.SERVICE	5,351.54	2.1	2,500.00	1.0	22,722.12	1.0	22,500.00	1.0	222.12	0.9
4071 SALE OF BUSES & VEH	0.00	0.0	0.00	0.0	400.00	0.0	0.00	0.0	400.00	100.0
4072 INTEREST INCOME	1,500.89	0.5	300.00	0.1	6,792.75	0.3	2,700.00	0.1	4,092.75	151.5
4073 MISCELLANEOUS	264.50	0.1	25.00	0.0	957.28	0.0	225.00	0.0	732.28	325.4
4075 SENIOR PICTURES	14.00	0.0	25.00	0.0	130.00	0.0	225.00	0.0	95.00	42.2
TOTAL OTHER REVENUE	40,666.61	16.0	23,888.00	10.1	290,070.80	13.2	214,992.00	10.1	75,078.80	34.9
TOTAL OPERATION REVENUE	55,921.49	22.0	44,488.00	18.9	516,337.03	23.5	409,392.00	19.2	106,945.03	26.1
ASSISTANCE										
4090 OPER. ASST. C. OF M.	84,315.41	33.2	85,791.00	36.4	758,838.77	34.5	772,119.00	36.3	13,280.23	1.7
4091 OPER. ASST. BEDFORD	3,300.00	1.3	3,300.00	1.4	29,700.00	1.3	29,700.00	1.4	0.00	0.0
4092 OPER.ASST NHDES	0.00	0.0	0.00	0.0	2,852.00	0.1	0.00	0.0	2,852.00	100.0
4130 OPER.ASST., SEC.9	109,956.00	43.3	101,591.00	43.2	885,838.00	40.3	914,319.00	43.0	28,481.00	3.1
TOTAL ASSISTANCE	197,571.41	77.9	190,682.00	81.0	1,677,228.77	76.4	1,716,138.00	80.7	38,909.23	2.2
TOTAL REVENUES	253,492.90	100.0	235,170.00	100.0	2,193,565.80	100.0	2,125,530.00	100.0	68,035.80	3.2
EXPENSES										
LABOR										
5010 OPERATORS WAGES	63,768.56	21.8	66,915.00	24.6	495,283.18	20.3	558,238.00	23.3	62,954.82	11.2
5011 OPERATORS WAGES E&H	11,456.42	3.9	9,999.00	3.6	73,128.26	3.0	83,413.00	3.4	10,284.74	12.3
5110 OPERATORS O.T. WAGES	8,692.29	2.9	6,648.00	2.4	75,006.30	3.0	55,459.00	2.3	19,547.30	35.2
5110 OPERATOR O.T. E&H	146.47	0.0	67.00	0.0	1,943.39	0.0	560.00	0.0	1,383.39	247.0
5013 MECHANICS WAGES	16,266.71	5.5	14,084.00	5.1	98,095.45	4.0	120,021.00	5.0	21,925.55	18.2
5113 MECHANICS O.T. WAGES	1,310.15	0.4	0.00	0.0	10,521.22	0.4	0.00	0.0	10,521.22	100.0
5017 TRANS ADMIN WAGES	9,727.02	3.3	7,443.00	2.7	64,677.67	2.6	63,431.00	2.6	1,246.67	1.9
5018 WAGES MAINT. ADMIN	3,677.65	1.2	3,618.00	1.3	30,112.19	1.2	30,834.00	1.2	721.81	2.3
5019 WAGES OFFICE ADMIN	6,890.59	2.3	5,766.00	2.1	56,269.36	2.3	49,134.00	2.0	7,135.36	14.5
5117 WAGES TRANSP O.T.	92.77	0.0	249.00	0.0	7,768.82	0.3	2,241.00	0.0	5,527.82	246.6

MANCHESTER TRANSIT AUTHORITY  
INCOME STATEMENT TRANSIT  
MARCH 01, 2005 - MARCH 31, 2005  
REPORT # 002 VERSION # 000200 FORMAT # 02

40

	CURRENT PERIOD				YEAR TO DATE				YTD NET CHANGE	
	THIS YEAR	PCT	BUDGET	PCT	THIS YEAR	PCT	BUDGET	PCT	AMOUNT	VAR%
5119 WAGES OFFICE O.T.	90.45	0.0	80.00	0.0	744.80	0.0	720.00	0.0	24.80	3.4
6003 PAYROLL TRANSACTION	112.38-	0.0	0.00	0.0	105.36	0.0	0.00	0.0	105.36	100.0
<b>TOTAL LABOR</b>	<b>122,006.70</b>	<b>41.8</b>	<b>114,869.00</b>	<b>42.2</b>	<b>913,656.00</b>	<b>37.4</b>	<b>964,051.00</b>	<b>40.3</b>	<b>50,395.00-</b>	<b>5.2-</b>
<b>FRINGE BENEFITS</b>										
5004 TRANS ADM SICK WAGES	392.56	0.1	166.00	0.0	4,988.92	0.2	1,494.00	0.0	3,494.92	233.9
5005 TRANS ADM VAC WAGES	2,177.00	0.7	908.00	0.3	11,331.59	0.4	8,172.00	0.3	3,159.59	38.6
5006 TRANS ADM HOL WAGES	1,021.20-	0.3-	555.00	0.2	2,751.02	0.1	4,995.00	0.2	2,243.98-	44.9-
5007 MAINT ADM SICK WAGES	0.00	0.0	84.00	0.0	0.00	0.0	756.00	0.0	756.00-	100.0-
5008 MAINT ADM VAC WAGES	992.00	0.3	281.00	0.1	6,797.63	0.2	2,529.00	0.1	4,268.63	168.7
5009 MAINT ADM HOL WAGES	0.00	0.0	366.00	0.1	1,699.58	0.0	3,294.00	0.1	1,594.42-	48.4-
5014 OFFICE VAC WAGES	250.00	0.0	635.00	0.2	7,569.81	0.3	5,715.00	0.2	1,854.81	32.4
5015 OFFICE HOLIDAY WAGES	0.00	0.0	413.00	0.1	2,050.64	0.0	3,717.00	0.1	1,666.36-	44.8-
5016 OFFICE SICK WAGES	325.92	0.1	124.00	0.0	1,132.28	0.0	1,116.00	0.0	16.28	1.4
5021 F.I.C.A.	11,221.82	3.8	10,621.00	3.9	94,952.38	3.9	92,109.00	3.8	2,843.38	3.0
5022 N.H. UNEMPLOYMENT	427.00	0.1	492.00	0.1	4,107.00	0.1	4,428.00	0.1	321.00-	7.2-
5023 PENSION	6,540.00	2.2	6,110.00	2.2	52,006.43	2.1	54,990.00	2.3	2,983.57-	5.4-
5024 HEALTH INSURANCE	34,521.23	11.8	32,269.00	11.8	280,334.31	11.5	290,421.00	12.1	10,086.69-	3.4-
5025 DENTAL INSURANCE	1,291.03	0.4	0.00	0.0	2,931.48	0.1	0.00	0.0	2,931.48	100.0
5026 LIFE INSURANCE	695.80	0.2	663.00	0.2	8,197.65	0.3	5,967.00	0.2	2,230.65	37.3
5027 WORKER'S COMP	4,754.00	1.6	4,654.00	1.7	36,180.28	1.4	40,969.00	1.7	4,788.72-	11.6-
5028 OPERATORS SICK PAY	1,378.33	0.4	2,555.00	0.9	30,402.43	1.2	22,995.00	0.9	7,407.43	32.2
5034 OPERATORS VACATION	4,695.00	1.6	4,563.00	1.6	41,766.12	1.7	41,067.00	1.7	699.12	1.7
5031 OPERATORS HOLIDAY	4,476.88	1.5	0.00	0.0	45,760.31	1.8	30,663.00	1.2	15,097.31	49.2
5029 MECHANICS SICK PAY	699.60	0.2	96.00	0.0	10,307.02	0.4	864.00	0.0	9,443.02	*****
5035 MECHANICS VACATION	1,666.00	0.5	1,605.00	0.5	15,902.51	0.6	14,445.00	0.6	1,457.51	10.0
5032 MECHANICS HOLIDAY	1,063.44	0.3	1,156.00	0.4	10,134.72	0.4	10,404.00	0.4	269.28-	2.5-
5037 OPER UNIFORM ALLOW	543.46	0.1	756.00	0.2	5,809.83	0.2	6,804.00	0.2	994.17-	14.6-
5038 MAINT UNIFORM ALLOW	532.01	0.1	630.00	0.2	3,748.87	0.1	4,914.00	0.2	1,165.13-	23.7-
5120 MAINT TOOL ALLOWANCE	0.00	0.0	108.00	0.0	668.00	0.0	972.00	0.0	304.00-	31.2-
5095 OP/MECH FRINGE RATE	5,946.75-	2.0-	7,157.00-	2.6-	50,044.01-	2.0-	63,219.00-	2.6-	13,174.99	20.8
6006 FRINGE BENEFITS	7,181.76-	2.4-	6,260.00-	2.3-	54,516.59-	2.2-	56,340.00-	2.3-	1,823.41	3.2
<b>TOTAL FRINGE BENEFIT</b>	<b>64,493.37</b>	<b>22.1</b>	<b>56,393.00</b>	<b>20.7</b>	<b>576,970.21</b>	<b>23.6</b>	<b>534,241.00</b>	<b>22.3</b>	<b>42,729.21</b>	<b>8.0</b>
<b>SERVICES</b>										
5039 MGMT/CONSULTANT FEE	11,165.00	3.8	11,875.00	4.3	101,378.05	4.1	106,875.00	4.4	5,496.95-	5.1-
5041 COMMISSIONERS EXP	83.33	0.0	83.00	0.0	808.48	0.0	747.00	0.0	61.48	8.2
5042 OUTSIDE ADVERTISING	110.75	0.0	250.00	0.0	5,103.50	0.2	2,250.00	0.0	2,853.50	126.8
5043 LEGAL EXPENSES	0.00	0.0	625.00	0.2	3,359.12	0.1	5,625.00	0.2	2,265.88-	40.2-
5044 AUDITING EXPENSES	0.00	0.0	0.00	0.0	5,292.00	0.2	4,800.00	0.2	492.00	10.2
5045 SERVICE BUREAU	574.90	0.2	1,000.00	0.3	5,942.43	0.2	9,000.00	0.3	3,057.57-	33.9-
5046 SECURITY SERVICE	77.49	0.0	47.00	0.0	1,326.29	0.0	423.00	0.0	903.29	213.5
5047 REPAIRS BLG & GRNDS	292.75	0.1	1,188.00	0.4	35,656.67	1.4	10,692.00	0.4	24,964.67	233.4
5048 REPAIRS SHOP EQUIP.	0.00	0.0	214.00	0.0	1,683.88	0.0	1,926.00	0.0	242.12-	12.5-
5049 REPAIRS OFFICE EQUIP	203.23	0.0	173.00	0.0	4,078.77	0.1	1,557.00	0.0	2,521.77	161.9
5050 REPAIRS - RADIOS	0.00	0.0	83.00	0.0	0.00	0.0	747.00	0.0	747.00-	100.0-
5051 JANITORIAL SERVICES	477.17	0.1	625.00	0.2	4,308.64	0.1	5,625.00	0.2	1,316.36-	23.4-
5052 JANITORIAL SUPPLIES	160.23	0.0	31.00	0.0	771.35	0.0	279.00	0.0	492.35	176.4
5081 PRE-EMPLOY MED. EXAM	0.00	0.0	83.00	0.0	975.00	0.0	747.00	0.0	228.00	30.5
5100 DRUG & ALCOHOL TESTS	520.00	0.1	333.00	0.1	3,055.00	0.1	2,997.00	0.1	58.00	1.9

## INCOME STATEMENT TRANSIT

MARCH 01, 2005 - MARCH 31, 2005

REPORT # 002 VERSION # 000200 FORMAT # 02

40

	CURRENT PERIOD				YEAR TO DATE				YTD NET CHANGE	
	THIS YEAR	PCT	BUDGET	PCT	THIS YEAR	PCT	BUDGET	PCT	AMOUNT	VAR%
6002 MARKETING EXPENSE	0.00	0.0	0.00	0.0	1,441.50	0.0	0.00	0.0	1,441.50	100.0
TOTAL SERVICES	13,664.85	4.6	16,610.00	6.1	175,180.68	7.1	154,290.00	6.4	20,890.68	13.5
MATERIAL & SUPPLIES										
5001 PURCHASES DISCOUNTS	887.68	0.3	250.00	0.0	5,722.43	0.2	2,250.00	0.0	3,472.43	-154.3
5053 FUELS CITY DEPTS	22,999.97	7.8	13,750.00	5.0	174,113.98	7.1	123,750.00	5.1	50,363.98	40.7
5055 GASOLINE OPERATIONS	458.09	0.1	42.00	0.0	3,284.16	0.1	378.00	0.0	2,906.16	768.8
5056 GASOLINE SUPPORT VEH	131.66	0.0	42.00	0.0	702.76	0.0	378.00	0.0	324.76	85.9
5057 DIESEL OPERATIONS	17,977.05	6.1	11,152.00	4.1	121,032.87	4.9	94,040.00	3.9	26,992.87	28.7
5058 OIL & GREASE	258.38	0.0	346.00	0.1	2,083.53	0.0	2,870.00	0.1	786.47	-27.4
5060 TIRES	382.20	0.1	1,304.00	0.4	9,081.62	0.3	10,999.00	0.4	1,917.38	-17.4
5061 TRANS.-MISC.	39.99	0.0	167.00	0.0	580.32	0.0	1,503.00	0.0	922.68	-61.3
5062 TRANS. SCHED/TKTS	0.00	0.0	417.00	0.1	1,426.99	0.0	3,753.00	0.1	2,326.01	-61.9
5063 MAINTENANCE PARTS	6,067.70	2.0	10,679.00	3.9	53,215.98	2.1	91,500.00	3.8	38,284.02	-41.8
5065 MAINTENANCE SUPPLIES	372.19	0.1	639.00	0.2	6,068.86	0.2	5,751.00	0.2	317.86	5.5
5066 OFFICE SUPPLIES	844.54	0.2	1,083.00	0.4	9,485.79	0.3	9,747.00	0.4	261.21	-2.6
5067 MISC. OFFICE SUPPLIE	565.69	0.1	173.00	0.0	4,791.55	0.2	1,557.00	0.0	3,234.55	207.7
5093 ANTI-FREEZE EXP	58.41	0.0	87.00	0.0	239.44	0.0	783.00	0.0	543.56	-69.4
5098 HAZARDOUS MATERIALS	0.00	0.0	98.00	0.0	1,014.25	0.0	882.00	0.0	132.25	14.9
5099 BODY SHOP SUPPLIES	54.36	0.0	98.00	0.0	2,865.33	0.1	882.00	0.0	1,983.33	224.8
6005 OUTSIDE PARTS/LABOR	0.00	0.0	42.00	0.0	404.00	0.0	378.00	0.0	26.00	6.8
TOTAL MATERIAL & SUPPLIES	49,322.55	16.9	39,869.00	14.6	384,669.00	15.7	346,901.00	14.5	37,768.00	10.8
UTILITIES										
5068 NATURAL GAS	0.00	0.0	2,140.00	0.7	4,384.76	0.1	10,260.00	0.4	5,875.24	-57.2
5069 TELEPHONE	565.58	0.1	594.00	0.2	6,010.03	0.2	5,346.00	0.2	664.03	12.4
5070 ELECTRICITY	2,293.71	0.7	1,853.00	0.6	17,215.76	0.7	16,677.00	0.7	538.76	3.2
5071 WATER	174.32	0.0	124.00	0.0	1,254.81	0.0	1,116.00	0.0	138.81	12.4
TOTAL UTILITIES	3,033.61	1.0	4,711.00	1.7	28,865.36	1.1	33,399.00	1.4	4,533.64	-13.5
INSURANCE										
5072 PUBLIC LIABILITY INS	8,818.00	3.0	8,819.00	3.2	79,374.00	3.2	79,371.00	3.3	3.00	0.0
5074 OTHER LIABILITY INS	1,115.00	0.3	1,145.00	0.4	10,081.00	0.4	10,305.00	0.4	224.00	-2.1
TOTAL INSURANCE	9,933.00	3.4	9,964.00	3.6	89,455.00	3.6	89,676.00	3.7	221.00	-0.2
OTHER EXPENSES										
5064 REPAIRS CITY TERMINL	0.00	0.0	250.00	0.0	1,540.34	0.0	2,250.00	0.0	709.66	-31.5
5076 OPERATORS LICENSES	140.00	0.0	25.00	0.0	346.00	0.0	225.00	0.0	121.00	53.7
5078 DUES & MEMBERSHIP	0.00	0.0	83.00	0.0	871.40	0.0	747.00	0.0	124.40	16.6
5079 TRAINING & MEETINGS	21.87	0.0	83.00	0.0	567.99	0.0	747.00	0.0	179.01	-23.9
5094 GRIEVANCE EXPENSE	0.00	0.0	38.00	0.0	2,671.88	0.1	342.00	0.0	2,329.88	681.2
5097 DEPRECIATION EXPENSE	29,157.75	9.9	29,158.00	10.7	262,419.75	10.7	262,422.00	10.9	2.25	-0.0
TOTAL OTHER EXPENSES	29,319.62	10.0	29,637.00	10.8	268,417.36	11.0	266,733.00	11.1	1,684.36	0.6
TOTAL EXPENSES	291,773.70	100.0	272,053.00	100.0	2,437,213.61	100.0	2,389,291.00	100.0	47,922.61	2.0

40 PAGE 4

PAGE 4

	CURRENT PERIOD				YEAR TO DATE				YTD NET CHANGE	
	THIS YEAR	PCT	BUDGET	PCT	THIS YEAR	PCT	BUDGET	PCT	AMOUNT	VAR%
NET INCOME (LOSS)	38,280.80-	13.1-	36,883.00-	13.5-	243,647.81-	10.0-	263,761.00-	11.0-	20,113.19	7.6

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School

March 2005

DATE 04/21/05 16:57

## MANCHESTER TRANSIT AUTHORITY

## INCOME STATEMENT SCHOOL

MARCH 01, 2005 - MARCH 31, 2005

REPORT # 003 VERSION # 000010 FORMAT # 02

40  
PAGE 1

	CURRENT PERIOD				YEAR TO DATE				YTD NET CHANGE	
	THIS YEAR	PCT	BUDGET	PCT	THIS YEAR	PCT	BUDGET	PCT	AMOUNT	VAR%
<b>STUDENT TRANSPORTATION</b>										
4030 PUPIL CONTRACT	189,779.40	77.5	189,779.00	78.9	1,318,677.25	76.0	1,328,453.00	77.4	9,775.75-	0.7-
4031 SKILL CENTER	3,639.60	1.4	16,083.00	6.6	118,990.45	6.8	112,581.00	6.5	6,409.45	5.6
4032 SPECIAL NEEDS	10,292.40	4.2	10,292.00	4.2	82,339.20	4.7	82,336.00	4.8	3.20	0.0
4037 WATER SAFETY	0.00	0.0	0.00	0.0	1,040.00	0.0	0.00	0.0	1,040.00	100.0
4038 STUDENT TICKETS	14,345.00	5.8	4,000.00	1.6	36,646.46	2.1	28,000.00	1.6	8,646.46	30.8
<b>TOTAL STUDENT TRANSPRTN</b>	<b>218,056.40</b>	<b>89.1</b>	<b>220,154.00</b>	<b>91.6</b>	<b>1,557,693.36</b>	<b>89.7</b>	<b>1,551,370.00</b>	<b>90.4</b>	<b>6,323.36</b>	<b>0.4</b>
<b>SCHOOL CHARTERS</b>										
4052 SWIM TEAM	558.50	0.2	0.00	0.0	1,303.50	0.0	0.00	0.0	1,303.50	100.0
4073 MISCELLANEOUS OTHER	0.00	0.0	0.00	0.0	497.10	0.0	0.00	0.0	497.10	100.0
4077 CHARTER "BAND"	2,934.50	1.2	0.00	0.0	13,358.00	0.7	0.00	0.0	13,358.00	100.0
4079 CHARTER "BASKETBALL"	3,308.00	1.3	0.00	0.0	19,521.00	1.1	0.00	0.0	19,521.00	100.0
4080 CHARTER "CROSSCNTRY"	149.00	0.0	0.00	0.0	5,121.00	0.3	0.00	0.0	5,121.00	100.0
4081 CHARTER "FIELDTRIPS"	13,097.50	5.3	20,000.00	8.3	72,559.50	4.1	163,000.00	9.5	90,440.50-	55.4-
4082 CHARTER "FOOTBALL"	0.00	0.0	0.00	0.0	8,743.75	0.5	0.00	0.0	8,743.75	100.0
4083 CHARTER "GOLF"	0.00	0.0	0.00	0.0	3,165.50	0.1	0.00	0.0	3,165.50	100.0
4084 CHARTER "HOCKEY"	664.00	0.2	0.00	0.0	6,153.00	0.3	0.00	0.0	6,153.00	100.0
4085 CHARTER "SOCCER"	0.00	0.0	0.00	0.0	13,112.00	0.7	0.00	0.0	13,112.00	100.0
4086 CHARTER "TRACK"	0.00	0.0	0.00	0.0	7,553.50	0.4	0.00	0.0	7,553.50	100.0
4087 CHARTER "VOLLEYBALL"	1,061.00	0.4	0.00	0.0	4,018.50	0.2	0.00	0.0	4,018.50	100.0
4088 CHARTER "WRESTLING"	1,363.00	0.5	0.00	0.0	7,851.00	0.4	0.00	0.0	7,851.00	100.0
4089 CHARTER "SKIING"	372.50	0.1	0.00	0.0	3,531.00	0.2	0.00	0.0	3,531.00	100.0
<b>TOTAL SCHOOL CHARTERS</b>	<b>23,508.00</b>	<b>9.6</b>	<b>20,000.00</b>	<b>8.3</b>	<b>166,488.35</b>	<b>9.5</b>	<b>163,000.00</b>	<b>9.5</b>	<b>3,488.35</b>	<b>2.1</b>
4061 INSURANCE REPAIR	2,500.00	1.0	0.00	0.0	2,500.00	0.1	0.00	0.0	2,500.00	100.0
SALE OF SCHOOL BUSES	0.00	0.0	0.00	0.0	5,000.00	0.2	0.00	0.0	5,000.00	100.0
INTEREST INCOME	544.13	0.2	100.00	0.0	3,488.13	0.2	900.00	0.0	2,588.13	287.5
<b>TOTAL SCHOOL REVENUES</b>	<b>244,608.53</b>	<b>100.0</b>	<b>240,254.00</b>	<b>100.0</b>	<b>1,735,169.84</b>	<b>100.0</b>	<b>1,715,270.00</b>	<b>100.0</b>	<b>19,899.84</b>	<b>1.1</b>
<b>EXPENSES</b>										
<b>LABOR</b>										
5003 FULLTIME OPERATORS	0.00	0.0	678.00	0.3	988.03	0.0	4,742.00	0.2	3,753.97-	79.1-
5010 PART-TIMER OP WAGES	86,123.22	35.2	82,272.00	36.7	632,831.03	33.0	605,525.00	32.9	27,306.03	4.5
5112 F/T OPERATORS OT	223.13	0.0	0.00	0.0	11,020.79	0.5	0.00	0.0	11,020.79	100.0
5110 OPERATORS O.T. WAGES	3,009.72	1.2	3,848.00	1.7	33,796.39	1.7	28,311.00	1.5	5,485.39	19.3
5013 WAGES MECHANICS	10,915.39	4.4	9,787.00	4.3	80,849.66	4.2	83,405.00	4.5	2,555.34-	3.0-
5017 WAGES TRANS ADMIN	9,101.56	3.7	6,352.00	2.8	57,580.29	3.0	54,250.00	2.9	3,330.29	6.1
5018 WAGES MAINT. ADMIN	3,377.71	1.3	3,347.00	1.5	27,920.10	1.4	28,525.00	1.5	604.90-	2.1-
5019 WAGES ADMINISTRATION	4,099.79	1.6	4,380.00	1.9	32,882.96	1.7	37,349.00	2.0	4,466.04-	11.9-
5117 WAGES TRANSP O.T.	162.12	0.0	249.00	0.1	3,906.84	0.2	2,241.00	0.1	1,665.84	74.3
5119 WAGES ADMIN O.T.	22.61	0.0	49.00	0.0	56.87	0.0	441.00	0.0	384.13-	87.1-
6003 PAYROLL TRANSACTION	85.00-	0.0	0.00	0.0	114.32	0.0	0.00	0.0	114.32	100.0
<b>TOTAL LABOR EXPENSES</b>	<b>116,950.25</b>	<b>47.8</b>	<b>110,962.00</b>	<b>49.6</b>	<b>881,947.28</b>	<b>46.0</b>	<b>844,789.00</b>	<b>46.0</b>	<b>37,158.28</b>	<b>4.4</b>
<b>FRINGE BENEFITS</b>										
5021 FICA EXPENSE	8,087.50	3.3	7,665.00	3.4	63,652.31	3.3	59,733.00	3.2	3,919.31	6.5
5024 HEALTH INSURANCE	207.15	0.0	0.00	0.0	1,984.57	0.1	0.00	0.0	1,984.57	100.0

DATE 04/21/05 16:57

## MANCHESTER TRANSIT AUTHORITY

PAGE 2

## INCOME STATEMENT SCHOOL

MARCH 01, 2005 - MARCH 31, 2005

REPORT # 003 VERSION # 000010 FORMAT # 02

	CURRENT PERIOD				YEAR TO DATE				YTD NET CHANGE	
	THIS YEAR	PCT	BUDGET	PCT	THIS YEAR	PCT	BUDGET	PCT	AMOUNT	VAR%
5025 DENTAL INSURANCE	335.33-	0.1-	0.00	0.0	2,941.43-	0.1-	0.00	0.0	2,941.43-	100.0
5027 WORKER'S COMP	3,022.00	1.2	3,272.00	1.4	25,050.00	1.3	25,089.00	1.3	39.00-	0.1-
5031 OPERATORS HOL. WAGES	144.60	0.0	0.00	0.0	14,800.50	0.7	19,039.00	1.0	4,238.50-	22.2-
5034 OPERATORS VACATION	1,586.50	0.6	0.00	0.0	6,346.00	0.3	7,833.00	0.4	1,487.00-	18.9-
5037 OPER UNIFORMS ALLOW	0.00	0.0	329.00	0.1	203.00	0.0	2,961.00	0.1	2,758.00-	93.1-
5038 MAINT UNIFORM ALLOW	50.00	0.0	0.00	0.0	455.97	0.0	0.00	0.0	455.97	100.0
5120 MAINT TOOL ALLOW	0.00	0.0	0.00	0.0	632.00	0.0	0.00	0.0	632.00	100.0
5095 OP/MECH FRINGE RATE	5,946.75	2.4	7,157.00	3.2	50,044.01	2.6	63,219.00	3.4	13,174.99-	20.8-
6006 FRINGE BENEFITS	7,181.76	2.9	6,260.00	2.8	54,516.59	2.8	56,340.00	3.0	1,823.41-	3.2-
<b>TOTAL FRINGES</b>	<b>25,890.93</b>	<b>10.6</b>	<b>24,683.00</b>	<b>11.0</b>	<b>214,743.52</b>	<b>11.2</b>	<b>234,214.00</b>	<b>12.7</b>	<b>19,470.48-</b>	<b>8.3-</b>
<b>SERVICES</b>										
5039 CONSULTANT FEES	11,165.00	4.5	11,875.00	5.3	101,378.07	5.2	106,875.00	5.8	5,496.93-	5.1-
5041 COMMISSIONERS EXPENSE	83.33	0.0	83.00	0.0	749.97	0.0	747.00	0.0	2.97	0.4
5042 OUTSIDE ADVERTISING	3,233.60	1.3	1,000.00	0.4	18,564.25	0.9	9,000.00	0.4	9,564.25	106.2
5043 LEGAL EXPENSES	3,381.52	1.3	208.00	0.0	8,420.20	0.4	1,872.00	0.1	6,548.20	349.8
5044 AUDITING EXPENSES	0.00	0.0	0.00	0.0	7,938.00	0.4	7,200.00	0.3	738.00	10.2
5045 SERVICE BUREAU	1,341.42	0.5	1,500.00	0.6	12,727.02	0.6	13,500.00	0.7	772.98-	5.7-
5046 SECURITY SERVICE	71.52	0.0	70.00	0.0	2,359.55	0.1	630.00	0.0	1,729.55	274.5
5047 REPAIRS BLDG & GRNDS	219.98	0.0	896.00	0.4	20,792.51	1.0	8,064.00	0.4	12,728.51	157.8
5048 REPAIRS SHOP EQUIP.	0.00	0.0	161.00	0.0	1,161.55	0.0	1,449.00	0.0	287.45-	19.8-
5049 OFFICE EQUIP & RPR	187.59	0.0	160.00	0.0	4,134.83	0.2	1,440.00	0.0	2,694.83	187.1
5050 REPAIRS RADIO	0.00	0.0	83.00	0.0	0.00	0.0	747.00	0.0	747.00-	100.0-
5051 JANITORIAL SERVICES	508.43	0.2	625.00	0.2	4,333.04	0.2	5,625.00	0.3	1,291.96-	22.9-
5052 JANITORIAL SUPPLIES	160.23	0.0	31.00	0.0	771.34	0.0	279.00	0.0	492.34	176.4
5100 DRUG & ALCOHOL TESTS	3,625.00	1.4	667.00	0.3	9,020.00	0.4	6,003.00	0.3	3,017.00	50.2
<b>TOTAL SERVICES</b>	<b>23,977.62</b>	<b>9.8</b>	<b>17,359.00</b>	<b>7.7</b>	<b>192,350.33</b>	<b>10.0</b>	<b>163,431.00</b>	<b>8.9</b>	<b>28,919.33</b>	<b>17.7</b>
<b>MATERIAL &amp; SUPPLIES</b>										
5055 GASOLINE	875.10	0.3	0.00	0.0	6,865.82	0.3	0.00	0.0	6,865.82	100.0
5056 GASOLINE SUPPORT	23.55	0.0	0.00	0.0	63.58	0.0	0.00	0.0	63.58	100.0
5057 DIESEL	14,254.43	5.8	12,480.00	5.5	105,401.39	5.5	87,544.00	4.7	17,857.39	20.4
5058 OIL & GREASE	282.91	0.1	603.00	0.2	2,188.90	0.1	4,231.00	0.2	2,042.10-	48.2-
5060 TIRES	1,881.48	0.7	1,320.00	0.5	9,703.89	0.5	9,260.00	0.5	443.89	4.7
5061 TRANS-MISC.	514.99	0.2	333.00	0.1	5,063.73	0.2	2,997.00	0.1	2,066.73	68.9
5062 TRANS. SCHED/TKTS	994.00	0.4	83.00	0.0	1,889.12	0.1	747.00	0.0	1,142.12	152.8
5063 MAINTENANCE PARTS	10,207.18	4.1	6,700.00	3.0	50,679.70	2.6	47,000.00	2.5	3,679.70	7.8
5065 MAINTENANCE SUPPLIES	258.62	0.1	444.00	0.2	4,151.19	0.2	3,996.00	0.2	155.19	3.8
5066 OFFICE SUPPLIES	380.06	0.1	1,000.00	0.4	4,779.05	0.2	9,000.00	0.4	4,220.95-	46.9-
5067 MISC. OFFICE SUPPLIE	320.80	0.1	160.00	0.0	3,284.45	0.1	1,440.00	0.0	1,844.45	128.0
5093 ANTI-FREEZE EXP	0.00	0.0	0.00	0.0	137.74	0.0	0.00	0.0	137.74	100.0
5098 HAZARDOUS MATERIALS	0.00	0.0	68.00	0.0	809.95	0.0	612.00	0.0	197.95	32.3
5099 BODY SHOP SUPPLIES	37.78	0.0	68.00	0.0	1,821.90	0.1	612.00	0.0	1,209.90	197.7
6005 OUTSIDE PARTS/LABOR	0.00	0.0	42.00	0.0	2,439.00	0.1	378.00	0.0	2,061.00	545.2
<b>TOTAL MATERIAL &amp; SUPPLIES</b>	<b>30,030.90</b>	<b>12.2</b>	<b>23,301.00</b>	<b>10.4</b>	<b>199,279.41</b>	<b>10.4</b>	<b>167,817.00</b>	<b>9.1</b>	<b>31,462.41</b>	<b>18.7</b>
<b>UTILITIES</b>										
5068 NATURAL GAS	0.00	0.0	860.00	0.3	3,327.89	0.1	7,740.00	0.4	4,412.11-	57.0-
5069 TELEPHONE	462.75	0.1	448.00	0.2	4,871.58	0.2	4,032.00	0.2	839.58	20.8



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## MANCHESTER TRANSIT AUTHORITY

## INCOME STATEMENT SCHOOL

MARCH 01, 2005 - MARCH 31, 2005

REPORT # 003 VERSION # 000010 FORMAT # 02

40 PAGE 3

	CURRENT PERIOD				YEAR TO DATE				YTD NET CHANGE	
	THIS YEAR	PCT	BUDGET	PCT	THIS YEAR	PCT	BUDGET	PCT	AMOUNT	VAR%
5070 ELECTRICITY	1,876.67	0.7	1,398.00	0.6	14,085.62	0.7	12,582.00	0.6	1,503.62	11.9
5071 WATER	142.63	0.0	93.00	0.0	1,026.68	0.0	837.00	0.0	189.68	22.6
TOTAL UTILITIES	2,482.05	1.0	2,799.00	1.2	23,311.77	1.2	25,191.00	1.3	1,879.23-	7.4-
INSURANCE										
5072 PUBLIC LIABILITY	22,273.00	9.1	22,273.00	9.9	200,457.00	10.4	200,457.00	10.9	0.00	0.0
5074 OTHER LIABILITY	939.00	0.3	967.00	0.4	8,442.56	0.4	8,703.00	0.4	260.44-	2.9-
TOTAL INSURANCE	23,212.00	9.5	23,240.00	10.3	208,899.56	10.9	209,160.00	11.3	260.44-	0.1-
OTHER EXPENSES										
5076 OPERATORS LICENSES	140.00	0.0	125.00	0.0	854.00	0.0	1,125.00	0.0	271.00-	24.0-
5077 INTEREST EXPENSE	0.00	0.0	0.00	0.0	26.94	0.0	0.00	0.0	26.94	100.0
5078 DUES & MEMBERSHIP	0.00	0.0	167.00	0.0	84.00	0.0	1,503.00	0.0	1,419.00-	94.4-
5079 TRAINING & MEETINGS	165.78	0.0	167.00	0.0	4,391.84	0.2	1,503.00	0.0	2,888.84	192.2
5080 TOLLS	0.00	0.0	0.00	0.0	73.38	0.0	0.00	0.0	73.38	100.0
5081 PRE-EMPLOYMENT EXAM	1,330.00	0.5	833.00	0.3	8,720.00	0.4	7,497.00	0.4	1,223.00	16.3
5094 GRIEVANCE EXPENSE	160.79	0.0	38.00	0.0	496.57	0.0	342.00	0.0	154.57	45.2
5097 DEPRECIATION EXPENSE	20,000.00	8.1	20,000.00	8.9	180,000.00	9.4	180,000.00	9.8	0.00	0.0
TOTAL OTHER EXPENSES	21,796.57	8.9	21,330.00	9.5	194,646.73	10.1	191,970.00	10.4	2,676.73	1.3
TOTAL EXPENSES	244,340.32	100.0	223,674.00	100.0	1,915,178.60	100.0	1,836,572.00	100.0	78,606.60	4.2
NET INCOME	268.21	0.1	16,580.00	7.4	180,008.76-	9.4-	121,302.00-	6.6-	58,706.76-	48.4-

# 10 Commissioners Memorandum




To: Commissioners  
 From: Karyn Porter, Assistant Executive Director  
 Date: April 26, 2005  
 Re: Transit Statistical Report – March 2005

The following chart details the comparison between the current and previous year for service in February

	MARCH		Percent Difference
	2004	2005	
Weekday	23	23	
Saturday	4	4	
Airport- Route #1	963	847	-12.05%
Lake-Hanover St. Route #2	3192	3,092	-3.13%
Goffsfalls Route #3	1085	1,357	25.07%
Page-Elliot Route #4	1700	2,035	19.71%
Pinard-Bremer Route #5	1448	1,035	-28.52%
Gossler-St. Anselm Route #6	1920	2,020	5.21%
VA Hospital Route #7	1926	1,948	1.14%
So. Willow Route #8	2871	3,351	16.72%
DW Highway-River Rd. Route #9	1967	2,257	14.74%
Valley-Weston Rd. Route #10	3127	3,607	15.35%
Front St. Route #11	1653	1,773	7.26%
So. Beech Route #12	2691	3,287	22.15%
Bedford Mall Route #13	4174	4,889	17.13%
VISTA SHUTTLE	398	526	32.16%
HANNAFORDS SHUTTLE	655	550	-16.03%
VERIZON WIRELESS SHUTTLE	1362	600	-55.95%
(number of events)	8	6	-25.00%
Weekday Fixed Route Totals	31,132	33,174	6.56%
Saturday Fixed Route Totals	2,769	3,014	8.85%
MTA Specials & Excursions	0	0	0.00%
Fixed Route Weekday Average	1,354	1,442	6.56%
Total Transit Passengers Served	33,901	36,188	6.75%
Total StepSaver Passengers Served	962	858	-10.81%

The attached page shows the graph of service changes over the past fiscal year.

  
 Karyn Porter  
 Assistant Executive Director



# MANCHESTER WATER WORKS

281 LINCOLN ST., MANCHESTER, NEW HAMPSHIRE 03103-5093 Tel. (603) 624-6494

## BOARD OF WATER COMMISSIONERS

C. ARTHUR SOUCY  
President

DONALD P. COUTURIER  
Clerk

JAMES W. CRAIG  
PATRICIA H. CORNELL  
RICHARD M. BUNKER  
LOUIS C. D'ALLESANDRO

Ex Officio  
HON. ROBERT A. BAINES  
Mayor

THOMAS M. BOWEN, P.E.  
Director and Chief Engineer

ROBERT BEAURIVAGE, P.E.  
Asst. Director

May 4, 2005

Board of Mayor and Aldermen  
c/o Mr. Leo Bernier, City Clerk  
City of Manchester  
One City Hall Plaza  
Manchester, NH 03101

### RE: MANCHESTER WATER WORKS' 2004 AUDIT REPORT

Dear Board of Mayor and Aldermen:

Attached please find copy of Manchester Water Works' Financial Statements and Independent Auditor's Report for 2004 as prepared by the accounting firm of Vachon, Clukay & Co. PC. The report was presented to and accepted by the Board of Water Commissioners at their meeting on April 20, 2005. The auditors found that "The financial statements referred to above present fairly in all material respects the financial position of the business-type activities of the Manchester Water Works . . . in conformity with accounting principles generally accepted in the United States of America."

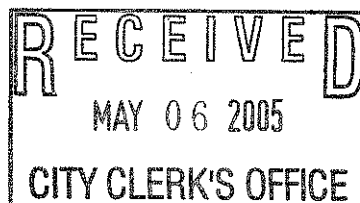
The report includes, in addition to financial statements, a Management Discussion and Analysis in conformance with GASB34 which can be found on page 5 of the report. The analysis highlights the significant accomplishments of the department both from a financial as well as operational standpoint and key elements of the department's 2005 capital and operating budget.

Sincerely,

Thomas M. Bowen, P.E.  
Director

TMB:ds

cc: C. Arthur Soucy, President, Board of Water Commissioners (w/o attachment)



47

# City of Manchester New Hampshire

*In the year Two Thousand and Five*

## A RESOLUTION

"Amending the FY2001 & FY2005 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Three Hundred Fifty Thousand Dollars (\$350,000) for the FY2005 CIP 811705 MCAM Public Access Grant Project."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2001 and 2005 CIP as contained in the 2001 and 2005 CIP budget; and

WHEREAS, Table 1 contains all sources of State, Federal and Other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to provide funding in the amount of \$350,000 for the MCAM Public Access Implementation; and

WHEREAS, funds in at least that amount are available through the MCTV-PEG Access Grant;

NOW, THEREFORE, be it resolved that the 2001 and 2005 CIP be amended as follows:

**By decreasing:**

FY2001 840001 – MCTV – PEG Access Grant - \$350,000 Other  
(from \$1,205,917.81 Other to \$855,917.81 Other)

**By adding:**

FY2005 811705 – MCAM Public Access Implementation - \$350,000 Other

Resolved, that this Resolution shall take effect upon its passage.

# City of Manchester New Hampshire

4F

*In the year Two Thousand and Five*

## A RESOLUTION

"Authorizing the Finance Officer to Make Certain Budgetary Closings  
for the Year 2005."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

- I. That the Finance Officer be and he is hereby authorized to make all necessary transfers, carry-forwards and closings, to balance the departmental accounts and all other accounts for the year 2005 and to submit to the Board of Mayor and Aldermen for their approval, at a future date, all such transfers, carry-forwards and closings executed by his department.
- II. Resolved that this resolution shall take effect upon its passage.

46

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Human Resources/Insurance respectfully recommends, after due and careful consideration, that an Administrative Assistant II position (salary grade 13), funded by Enterprise funds, be established at the Airport.

Respectfully submitted,



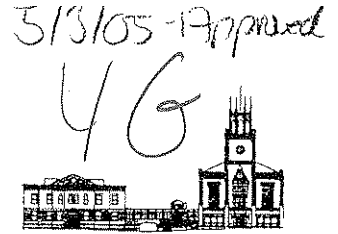
Clerk of Committee



# CITY OF MANCHESTER

## Human Resources Department

One City Hall Plaza  
Manchester, New Hampshire 03101-4000  
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065



March 28, 2005

Alderman Bill Shea, Chairperson  
Human Resources and Insurance Committee  
City of Manchester  
One City Hall Plaza  
Manchester, New Hampshire 03101

Re: Request for New Position

Dear Alderman Shea and Members of the Committee:

On behalf of Kevin Dillon, Airport Director, I am requesting the establishment of an Administrative Assistant II position. The salary grade for this classification is a thirteen (13). The position will be funded by Enterprise Funds.

This new position is needed in order to provide administrative support to the Engineering and Planning personnel.

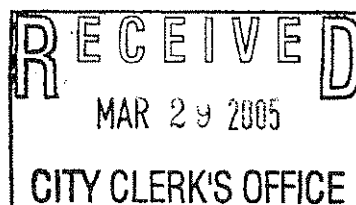
Your favorable approval of this request would be greatly appreciated.

Respectfully submitted,

Virginia A. Lamberton  
Human Resources Director

Attachment

Cc: Kevin Dillon, Director  
Richard Fixler



4G



# City of Manchester, New Hampshire

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	Administrative Assistant II
<b>Class Code Number</b>	1060-13

### General Statement of Duties

Performs a variety of general office clerical and administrative support duties for a Division Head within a municipal Department; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to provide clerical support to a Division Head in addition to customer service to the public. The work is performed under the supervision and direction of an assigned supervisor but considerable leeway is granted for the exercise of independent judgement and initiative. This class is distinguished from the class of Administrative Assistant I by the performance of confidential secretarial duties for a Division Head. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, business and community organizations and the public.

### Examples of Essential Work (Illustrative Only)

- Performs confidential secretarial duties for a Division Head, including assuming direction or oversight over other Division personnel in distributing directives and monitoring programmatic activities;



46

- Prepares correspondences, reports, lists and other documents as instructed and requested by designated office personnel;
- Interprets and applies Departmental or office rules, policies and regulations in accordance with prescribed procedures and guidelines;
- Transcribes or prepares letters, minutes, reports, statements, grant applications, specifications, contracts, memoranda, notices, resolutions, budgets, financial and statistical tables, requisitions and other related materials, including confidential correspondences and reports;
- Prepares special reports as requested;
- Copies, packages and distributes a variety of written materials as requested by other designated office personnel;
- Answers Department telephone calls, receives and greets visitors to the Department and provides information to or refers callers and visitors to other appropriate Departments or City personnel;
- Gathers, assembles, updates, distributes and/or files a variety of information, forms, records and data as requested using traditional filing systems or databases as necessary;
- Processes accounts payable, accounts receivable and/or payroll as necessary;
- Screens visitors, telephone calls, faxes, mail and messages directed to office personnel;
- Listens to and directs comments and complaints from the public relating to Department operations and takes appropriate action to resolve and refer such complaints;
- Requisitions supplies and materials for the department as requested;
- Opens and distributes mail throughout the Department;
- Oversees petty cash accounts;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

**Required Knowledge, Skills and Abilities**  
(at time of appointment)

- Thorough knowledge of modern office procedures, practices and equipment;
- Thorough knowledge of modern office filing systems and procedures;
- Thorough knowledge of modern standard bookkeeping principles, practices and procedures;

- Ability to deal with a wide range of persons, including situations in which individuals may be upset over some issue involving City activities or policies;
- Ability in writing to prepare correspondences according to standard business practices;
- Ability to accurately type correspondences, reports and memoranda;
- Ability to complete financial processing procedures;
- Ability to learn City policies and Departmental rules, procedures, practices and objectives;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### Acceptable Experience and Training

- Graduation from High School or possession of a GED, preferably supplemented by additional training in office management; and
- Considerable experience in general office operations; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

#### Required Special Qualifications

- None.

#### Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer, telephone and related equipment;

4G

- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function within the general office environment.

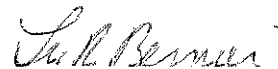
Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

4H

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Human Resources/Insurance respectfully recommends, after due and careful consideration, that an Internal Auditor position in the Finance Department be reclassified to an Accountant II with no change in salary grade.

Respectfully submitted,



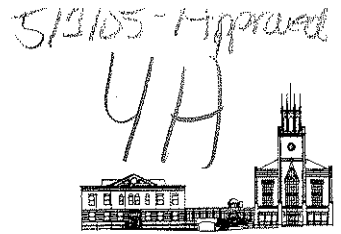
Clerk of Committee



# CITY OF MANCHESTER

## Human Resources Department

One City Hall Plaza  
Manchester, New Hampshire 03101-4000  
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065



April 26, 2005

Alderman Bill Shea, Chairman  
Human Resources and Insurance Committee  
City of Manchester  
One City Hall Plaza  
Manchester, New Hampshire 03101

Re: Request for Reclassification, Finance Department

Dear Alderman Shea and Members of the Committee:

On behalf of Kevin Clougherty, Finance Officer, I am requesting the reclassification of an Internal Auditor position, salary grade 17 to the Accountant II classification, salary grade 17.

Mr. Clougherty has indicated that the position would be more properly classified as an Accountant rather than an Auditor primarily because the position is a crucial backup to the Financial Analyst II position. I am attaching a copy of Mr. Clougherty's letter for your review and information.

Also attached are the class specifications for both the Internal Auditor and the Accountant functions.

There is no change in organizational structure of the office with this proposal. There is no change in the salary grade for this reclassification.

Your favorable approval of this request would be greatly appreciated.

Respectfully submitted,

Virginia A. Lamberton  
Human Resources Director

Cc: Kevin Clougherty, Finance Officer



**City of Manchester  
Department of Finance**

One City Hall Plaza  
Manchester, New Hampshire 03101  
Phone: (603) 624-6460  
Fax: (603) 624-6549

April 22, 2005

Virginia Lamberton  
Human Resources  
One City Hall Plaza  
Manchester, NH 03101

Dear Ginny,

Attached is the paperwork relating to the Internal Auditor position that will be vacant as of 4/25/05. I am requesting that the job title be changed from Internal Auditor to Accountant II to properly reflect the actual job duties. This position pre-audits capital project expenditures. In addition the position has monthly and quarterly financial reporting responsibilities and in this regard serves as a crucial backup to the Financial Analyst II. In the past some positions engaged in pre-audit activity were categorized as "Auditors". However, as pre-audit positions have vacated they have been re-categorizing them to reflect the accounting functions that they provide. I have spoken to Kevin Buckley and he fully supports the job title correction.

Needless to say, I would like to advertise and fill the re-titled position as soon as possible, in this regard the Mayor has approved the title correction and the filling of the position.

Thank you for your continued assistance.

Sincerely,

Kevin A. Clougherty  
Finance Officer

Cc: Mayor Robert A. Baines  
Kevin Buckley  
Randy Sherman

44



# City of Manchester, New Hampshire

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	Internal Auditor
<b>Class Code Number</b>	2050-17

### General Statement of Duties

Performs internal financial audits within the City government structure; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to ensure all applicable guidelines are being adhered to within departmental fiscal operations. The work is performed under the supervision and direction of the Internal Audit Manager but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside auditors, State officials and the public. The principal duties of this class are performed in a general office environment.

### Examples of Essential Work (illustrative only)

- Performs detailed audits of financial operations involving a potential for misuse, including large cash revenues, grants, contracts, transfers of funds and special projects as related;
- Investigates departmental payments greater than \$2,500.00, including verifying payments to lease agreements, bid documents, professional service contracts and municipal construction contracts;

- Tracks and reports on the status of promissory notes held by the City;
- Reviews and/or prepares the Comprehensive Annual Financial Report (CAFR);
- Prepares financial reports relating to State of New Hampshire reporting requirements;
- Verifies changes in payroll accounts and performs related special purpose audits as directed;
- Completes historical research activities on contracts, liens, legal matters and related;
- Serves as a liaison with external auditors in the review of financial operations, including preparing legal letters, recording encumbrances, preparing statistical papers and ensuring all needed documents are available to the auditors;
- Completes special financial reports as directed;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

<p style="text-align: center;"><b>Required Knowledge, Skills and Abilities</b> <b>(at time of appointment)</b></p>
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- Comprehensive knowledge of Generally Accepted Accounting Principles;
- Thorough knowledge of financial office procedures and practices;
- Thorough knowledge of the functions of government in a municipality;
- Thorough knowledge of financial auditing procedures, preferably within a municipality;
- Thorough knowledge of budget preparation within a municipality;
- Ability to interpret accounting reports and records and to analyze accounting data for control and reporting purposes;
- Ability to handle confidential and administrative information with tact and discretion;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations on complex fiscal operations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;



- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

**Acceptable Experience and Training**

- Graduation from an accredited college or university with a Bachelor's Degree in Accounting; and
- Considerable experience in Accounting, preferably within a municipality; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

**Required Special Qualifications**

- None.

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of written material in both electronic and hardcopy;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function within the general office environment.

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

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# City of Manchester, New Hampshire

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	Accountant II
<b>Class Code Number</b>	2040-17

### General Statement of Duties

Performs technical accounting, financial recording and analyses duties; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to oversee financial operations within an assigned area of a City department. The work is performed under the supervision and direction of assigned financial or administrative personnel but considerable leeway is granted for the exercise of independent judgement and initiative. Supervision may be exercised over the work of employees in the class of Accounting Technician, Accounting Specialist I and/or Accounting Specialist II. This class is distinguished from the class of Accountant I by the supervision and/or direction of other Accounting personnel. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside auditors, business organizations and the public. The principal duties of this class are performed in a general office environment.

### Examples of Essential Work (illustrative only)

- Compiles Comprehensive Financial Reports;

4A

- Prepares specialized technical accounting reports, including Balance Sheets, Income Statements, Statement of Cash Flows and related;
- Reviews and audits postings to the general ledger, balancing and proofing monthly;
- Advises Department Heads, municipal officials and others on complex fiscal matters, budgetary considerations, transfers of funds, payment procedures, investments and expenditures and commitment of funds as requested;
- Performs account reconciliations and related analyses;
- Prepares monthly journal entries, posting and reviewing entries;
- Reviews and verifies the accuracy of transactions and accounting classifications assigned to various records;
- Interfaces with outside auditors to obtain and compile the information needed to expedite the annual audit process;
- Makes year end audit adjustment entries;
- Maintains and implements internal controls on computer-based general ledger;
- Ensures that accounting systems are operating correctly, correcting wrong entries and investigating and resolving system problems as they occur;
- Installs and maintains systems as adopted by the Board of Mayor and Alderman to monitor budgets, spending practices, purchasing controls, and revenues collected;
- Balances grant revenue and expenditures, reporting compliance to State and Federal agencies;
- Audits account receivable processes and collected amounts;
- Develops appropriate financial control reports for the Department;
- Serves as an in-house consultant within the City regarding accounting processing, procedures and operations;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

**Required Knowledge, Skills and Abilities**  
(at time of appointment)

- Comprehensive knowledge of Generally Accepted Accounting Principles;
- Thorough knowledge of financial office procedures and practices;
- Thorough knowledge of the functions of government in a municipality;

- Thorough knowledge of accounts payable and payroll processes;
- Thorough knowledge of budget preparation within a municipality;
- Ability to interpret accounting reports and records and to analyze accounting data for control and reporting purposes;
- Ability to handle confidential and administrative information with tact and discretion;
- Ability to supervise, train and evaluate the work of others;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language on municipal fiscal operations;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor's Degree in Accounting; and
- Considerable experience in Accounting, preferably within a municipality; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

#### Required Special Qualifications

- None.

#### Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of written material in both electronic and hardcopy;

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- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function within the general office environment.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

41

**To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Human Resources/Insurance respectfully advises, after due and careful consideration, that it has approved Ordinance:

“Amending Sections 33.024, 33.025 & 33.026 (Marketing and Retention Specialist) of the Code of Ordinances of the City of Manchester.”

providing for the establishment of a new class specification, Marketing and Retention Specialist, and is recommending same be referred to the Committee on Bills on Second Reading for technical review.

Respectfully submitted,

*Luella Beaman*

Clerk of Committee

City of Manchester  
New Hampshire

*In the year Two Thousand and Five*

41

AN ORDINANCE

“Amending Sections 33.024, 33.025, & 33.026 (Marketing and Retention Specialist) of the Code of Ordinances of the City of Manchester.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.024 CLASSIFICATION OF POSITIONS be amended as follows:

Establish Marketing and Retention Specialist, Class Code 1221

SECTION 33.025 COMPENSATION OF POSITIONS be amended as follows:

Establish Marketing and Retention Specialist, Class Code 1221, Grade 18

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows

Establish Marketing and Retention Specialist, Class Code 1221, Grade 18  
exempt (see attached)

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

**DRAFT**

# City of Manchester, New Hampshire

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	<b>Marketing and Retention Specialist</b>
<b>Class Code Number</b>	1221-18

### General Statement of Duties

Provides professional support to the Director of Economic Development for retention and marketing related to the promotional, economic development and business retention for the City; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to provide professional staff support in improving the business climate within the City of Manchester particularly related to attracting new business to the City and developing strategies for retention of businesses within the City. Develops marketing plans to attract new business to the City. Works with local financial institutions to develop strategies for ease in establishing a new business within the City. The work is performed under the supervision and direction of the Economic Development Director but leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective and harmonious working relationships with other City employees, business and community groups, business owners, developers, attorneys, financial institutions, the Chamber of Commerce, State and Federal officials and the public. The principal duties of this class are performed in a general office environment.



45

**Examples of Essential Work  
(illustrative only)**

- Develops and coordinates a variety of activities, related to business development, expansion and retention.
- Conducts marketing of the City through the media, materials, trade shows and meetings;
- Serves as a staff liaison/ombudsman to the business community providing assistance to facilitate efficient business/city relationships;
- Develops public relations efforts to improve the image of the City in order to encourage new business to move to Manchester;
- Research, analyze and report on economic and market trends for the northeast area;
- Works with the Economic Development Director in implementing a coordinated business recruitment campaign;
- Studies the financial needs of economic development projects for use in designing financial assistance packages;
- Conducts meetings/workshops with business community; prepares and presents economic development plans and information;
- Monitors economic development legislation;
- Keeps immediate supervisor and designated others fully and accurately informed concerning the work progress; including presenting potential work problems and makes suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other related duties as assigned.
- Communicates and coordinates regularly with others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

**Required Knowledge, Skills and Abilities  
(at time of appointment)**

- Thorough knowledge of the current principles and practices associated with economic development within a municipality;
- Thorough knowledge of business administration and economic principles related to industrial development;
- Knowledge of the principles, techniques, and objectives of public relations and information;
- Knowledge of the principles and techniques of marketing and promotion;
- Ability to organize, conduct and coordinate workshops, meetings and other promotional events;

- Ability to research and analyze economic and market trends;
- Ability to develop financial analysis for projects to increase economic development;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations on assigned areas of economic development projects;
- Ability to operate a personal computer utilizing customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### **Acceptable Experience and Training**

- Graduation from an accredited college or university with a Bachelor's Degree in Marketing, Public Relations, Public Administration, Economics, or a related field and
- Considerable experience in marketing and/or retention for the economic development of a large municipality.

#### **Required Special Qualifications**

- Valid NH driver's license or access to transportation.

#### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor assigned areas;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a vehicle;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to all areas of the City.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

45

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Human Resources/Insurance respectfully advises, after due and careful consideration, that it has approved Ordinance:

“Amending Sections 33.024, 33.025 & 33.026 (Public Health Dental Assistant) of the Code of Ordinances of the City of Manchester.”

providing for the establishment of a new class specification, Public Health Dental Assistant, and is recommending same be referred to the Committee on Bills on Second Reading for technical review.



Respectfully submitted,

Clerk of Committee



# CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza  
Manchester, New Hampshire 03101-4000  
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065



April 28, 2005

Alderman Bill Shea, Chairman  
Human Resource and Insurance Committee  
City of Manchester  
One City Hall Plaza  
Manchester, New Hampshire 03104

Re: Request to Establish New Class Specification

Dear Alderman Shea and Members of the Committee:

On behalf of Fred Rusczek, Director, Public Health Department, I am requesting the establishment of a class specification to be called Public Health Dental Assistant. The proposed classification would be established at a salary grade 12. Funding to support the new part time position will be from outside resources.

Apparently in the 1970's, the Health Department employed dental assistants to help with dental hygiene duties. However, unfortunately, this job classification was eliminated when model cities monies were no longer available. Director Rusczek would like to re-establish this class specification in order to provide dental assisting services to low-income children. Medicaid is anticipated to reimburse the City more than \$35,000 for these services.

Therefore, I am attaching a proposed class specification for your review and approval. Thank you very much for your consideration of this request.

Respectfully submitted,

Virginia A. Lamberton  
Human Resources Director

Attachment

Cc: Fred Rusczek, Director

City of Manchester  
New Hampshire

*In the year Two Thousand and* five

AN ORDINANCE

"Amending Sections 33.024, 33.025 & 33.026 (Public Health Dental Assistant) of the Code of Ordinance of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.024 CLASSIFICATION OF POSITION be amended as follows:

Establish new classification, Public Health Dental Assistant

SECTION 33.025 COMPENSATION OF POSITION be amended as follows:

Establish Public Health Dental Assistant, Grade 12, non-exempt

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows:

Establish new class specification, Class Code 7040, Public Health Dental Assistant (See attached).

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

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# City of Manchester, New Hampshire

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	Public Health Dental Assistant
<b>Class Code Number</b>	7040

### General Statement of Duties

Assists the Manchester Health Department dental hygienists, with a goal of enhancing the public health and well being through dental health promotion and dental disease prevention. The position is a school-year position, involving 36 weeks of work at 20 hours per week.

### Distinguishing Features of the Class

The work is performed under the general supervision of a licensed dentist, and under the direct supervision of a licensed dental hygienist. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with students, parents, dental professionals, and the general public. The principal duties of this class are performed in a medical environment with related risks.

### Examples of Essential Work (illustrative only)

- Sterilizes and organizes instruments and equipment during patient care;
- Functions as a dental laboratory technician;
- Processes X-rays;
- Assists hygienist in administering oral prophylaxes and topical fluoride applications for preschool and elementary school students;
- Assists hygienist in health screenings at clinics and schools;
- Follows up with parents and families in determining treatment needs and possible referrals;

45

- Provides dental health, hygiene and disease prevention information to individuals, groups and families;
- Inventories and orders supplies;
- Processes Medicaid billing;
- Maintains reports and records related to dental health and hygiene services and compiles statistical data and other information as required;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

#### **Required Knowledge, Skills and Abilities (at time of appointment)**

- Thorough knowledge of the principles and practices of preventive dental care;
- Thorough knowledge of infection control;
- Some knowledge of dental hygiene techniques as relates to the school and clinical environment;
- Some knowledge of the use of instructional practices and techniques;
- Some knowledge in the use of dental instruments;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to work independently, and with integrity;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.

#### **Experience and Training**

- Graduation from high school; and
- Successfully pass the DANB Radiation, Health, and Safety exam, and complete appropriate coursework; and
- 3 years of experience as a dental assistant; or
- Graduation from an accredited school of dental assisting with completion of the certification process of the Dental Assisting National Board

**Required Special Qualifications**

- Completion of 12 CEU's annually if applicant is a Certified Dental Assistant
- Valid New Hampshire Driver's license.

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to function in performs assigned dental procedures;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to use all related medical equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to all assigned areas.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



415

**To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Human Resources/Insurance respectfully recommends, after due and careful consideration, that an Administrative Assistant II position, salary grade 13, in the Planning Department be reclassified to a Planning Technician, salary grade 14, effective July 1, 2005.

Respectfully submitted,



Clerk of Committee



# CITY OF MANCHESTER

## Human Resources Department

One City Hall Plaza  
Manchester, New Hampshire 03101-4000  
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065

pending info. from  
Planning Director  
1/25/05 - Remained  
titled  
3/15/05 -  
5/13/05 - Approved

December 21, 2004

Alderman Bill Shea, Chairperson  
Human Resource and Insurance Committee  
City of Manchester  
One City Hall Plaza  
Manchester, New Hampshire

### Re: Reclassification, Administrative Assistant II, Planning

Dear Alderman Shea and Committee Members:

On behalf of Robert MacKenzi, Planning Director, I am recommending that an Administrative Assistant position, salary grade 13, be reclassified to a Planning Technician, salary grade 14.

The reason for this reclassification is that within the last couple of years, the number of tasks assigned to the Planning and Community Development Department as well as the complexity of these tasks, has increased dramatically. Positions such as Planner I and II have had to assume leadership roles for fairly major projects such as the City's Strategy to End Homelessness and administration of million dollar grant programs. As a result, the Administrative Assistant position has had to assume higher level functions that have been previously accomplished by Planners. For example, the Administrative Assistant position has had to assume the responsibility of wage rate inspections required by Davis Bacon Act. Further this position has also been assigned a major role in the preparation of the annual Consolidated Plan required by HUD in order to qualify for the \$3,000,000 that the City receives annually. Other examples of work are: reporting, monitoring and fund administration for Federal grants, providing staff support to the CIP, receipting and reporting CIP income and related issues, completing reporting requirements for HUD, developing and maintaining CIP project expenditure spreadsheets, etc. etc.

A comparison of the Administrative Assistant class specification to the Planning Technician class specification in relationship to the duties performed by the position, warrant a reclassification of this position. Reclassification of this position will ensure that the current incumbent understands what is required of his/her position as well as future incumbents.

Alderman Shea

- 2 -

December 21, 2004

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I am attaching copies of the Administrative Assistant and the Planning Technician class specifications for your information and review.

Your favorable approval of this reclassification would be greatly appreciated.

Respectfully submitted,

*Virginia A. Lamberton*

Virginia A. Lamberton

Attachments -2

Cc: Robert MacKenzi, Director

415



# City of Manchester, New Hampshire

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	Administrative Assistant II
<b>Class Code Number</b>	1060

### General Statement of Duties

Performs a variety of general office clerical and administrative support duties for a Division Head within a municipal Department; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to provide clerical support to a Division Head in addition to customer service to the public. The work is performed under the supervision and direction of an assigned supervisor but considerable leeway is granted for the exercise of independent judgement and initiative. This class is distinguished from the class of Administrative Assistant I by the performance of confidential secretarial duties for a Division Head. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, business and community organizations and the public.

### Examples of Essential Work (Illustrative Only)

- Performs confidential secretarial duties for a Division Head, including assuming direction or oversight over other Division personnel in distributing directives and monitoring programmatic activities;

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- Prepares correspondences, reports, lists and other documents as instructed and requested by designated office personnel;
- Interprets and applies Departmental or office rules, policies and regulations in accordance with prescribed procedures and guidelines;
- Transcribes or prepares letters, minutes, reports, statements, grant applications, specifications, contracts, memoranda, notices, resolutions, budgets, financial and statistical tables, requisitions and other related materials, including confidential correspondences and reports;
- Prepares special reports as requested;
- Copies, packages and distributes a variety of written materials as requested by other designated office personnel;
- Answers Department telephone calls, receives and greets visitors to the Department and provides information to or refers callers and visitors to other appropriate Departments or City personnel;
- Gathers, assembles, updates, distributes and/or files a variety of information, forms, records and data as requested using traditional filing systems or databases as necessary;
- Processes accounts payable, accounts receivable and/or payroll as necessary;
- Screens visitors, telephone calls, faxes, mail and messages directed to office personnel;
- Listens to and directs comments and complaints from the public relating to Department operations and takes appropriate action to resolve and refer such complaints;
- Requisitions supplies and materials for the department as requested;
- Opens and distributes mail throughout the Department;
- Oversees petty cash accounts;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

<p style="text-align: center;"><b>Required Knowledge, Skills and Abilities</b> <b>(at time of appointment)</b></p>
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- Thorough knowledge of modern office procedures, practices and equipment;
- Thorough knowledge of modern office filing systems and procedures;
- Thorough knowledge of modern standard bookkeeping principles, practices and procedures;

- Ability to deal with a wide range of persons, including situations in which individuals may be upset over some issue involving City activities or policies;
- Ability in writing to prepare correspondences according to standard business practices;
- Ability to accurately type correspondences, reports and memoranda;
- Ability to complete financial processing procedures;
- Ability to learn City policies and Departmental rules, procedures, practices and objectives;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### Acceptable Experience and Training

- Graduation from High School or possession of a GED, preferably supplemented by additional training in office management; and
- Considerable experience in general office operations; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

#### Required Special Qualifications

- None.

#### Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer, telephone and related equipment;

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- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function within the general office environment.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



# City of Manchester, New Hampshire

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	<b>Planning Technician</b>
<b>Class Code Number</b>	<b>1320-14</b>

### General Statement of Duties

Performs staff support functions relating to Planning operations; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to performs fiscal, grant administration, reporting and monitoring functions in core planning areas. The work is performed under the supervision and direction of the Planning Director and Planners but some leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, State and Federal officials and the public. The principal duties of this class are performed in a general office environment.

### Examples of Essential Work (illustrative only)

- Performs reporting, monitoring and fund administration for Federal grants;
- Provides staff support to the Community Improvement Program (CIP), including cataloguing agency requests, developing CIP committee agendas, receipting and reporting CIP income and related;
- Completes reporting requirements for HUD as mandated in grant contracts involving project specifics;



4K

- Develops and maintains CIP project expenditure spreadsheets;
- Researches and prepares contracts to non-profit social service agencies awarded CIP funding;
- Monitors program/project beneficiaries to ensure compliance with HUD program regulations;
- Provides staff support to CIP public hearings;
- Performs special projects/reports for Planning staff as requested;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

<p style="text-align: center;"><b>Required Knowledge, Skills and Abilities</b> (at time of appointment)</p>
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- Thorough knowledge of grant administration activities and requirements;
- Substantial knowledge of grant programs associated with planning within a municipality;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports on grant administration activities with State and Federally mandated reporting;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

**Acceptable Experience and Training**

- Graduation from High School or possession of a GED, Associate's Degree in Public Administration preferred; and
- Some experience in related operations; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

**Required Special Qualifications**

- None.

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of materials in electronic or hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer, telephone and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function within the general office environment.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

42

**To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Human Resources/Insurance respectfully advises, after due and careful consideration, that it has approved Ordinance:

“Amending Section 33.026 (Animal Control Officer I and Animal Control Officer II) of the Code of Ordinances of the City of Manchester.”

providing for changes in class specifications, which do not change the title of a position and do not provide for any changes in salary grades of such positions and is forwarding same to the Board for adoption.

Respectfully submitted,



Clerk of Committee

315105 11/11/05



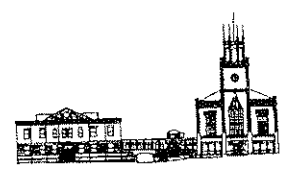
# CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza

Manchester, New Hampshire 03101-4000

Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065



April 28, 2005

Alderman Bill Shea, Chairman  
Human Resource and Insurance Committee  
City of Manchester  
One City Hall Plaza  
Manchester, New Hampshire 03101

Re: Update Animal Control Officer Class Specifications

Dear Alderman Shea and Members of the Committee:

On behalf of Chief Jaskolka, I am requesting your approval of changes in the class specification for Animal Control Officer I and II. There is no request to change the salary grade.

It is good practice for Departments to review their class specifications from time to time to ensure that the documents are up to date and reflects the actual duties that are assigned to positions. For the Animal Control Officers we are adding that the incumbent is required to testify in court, develops and presents animal safety classes in the schools, inventories and requests equipment and supplies, euthanizes and disposes of sick and injured animals, handles rabies complaints, including capturing, preparing and submitting specimens to labs.

The minimum qualifications have also been changed to provide for more realistic work experience that will allow more individuals to qualify for these positions. And finally, under examples of work, we are recommending removing operates and maintains the shelter in a safe and orderly fashion because the shelter is no longer managed by these positions.

Your favorable approval to approve the updated class specifications would be greatly appreciated.

Respectfully submitted,

Virginia A. Lamberton  
Human Resources Director

Cc: Chief Jaskolka

City of Manchester  
New Hampshire

*In the year Two Thousand and*

Five

AN ORDINANCE

"Amending Section 33.026 (Animal Control Officer I & Animal Control Officer II) of the Code of Ordinance of the City of Manchester."

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BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester,  
as follows:

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows:

Change class specification, Animal Control Officer I, Class Code 9140  
(see attached)

Change class specification, Animal Control Officer II, Class Code 9150  
(see attached)

This Ordinance shall take effect upon its passage and all Ordinances or parts of  
Ordinances inconsistent therewith are hereby repealed.

42

## REVISED DRAFT



# City of Manchester, New Hampshire

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	<b>Animal Control Officer I</b>
<b>Class Code Number</b>	<b>9140</b>

### General Statement of Duties

Enforces ordinances related to animal control and protection; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to maintain the animal control program. The work is performed under the supervision and direction of an assigned field supervisor but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, business and community organizations and the public. The principal duties of this class are performed in an outdoor work environment with potential personal hazards.

### Examples of Essential Work (illustrative only)

- Enforces all local and State animal control ordinances through general control and complaint investigation;
- Investigates complaints, maintains related documentation, issues citations, impounds animals, or takes other appropriate actions as the situation warrants;
- Testifies in court, as needed;
- Provides humane live traps to resolve certain animal control situations;
- Transports animals running at large to their owners or impounds them as necessary;

- Maintains a current and accurate file of lost and missing animals;
- Develops and implements policies for efficient, effective and community responsive procedures regarding animal control;
- Develops and presents animal safety classes in Manchester schools;
- Serves as an information source within the community regarding animal and pet issues, responds to questions from the public, releases official information to the media and other communication sources and represents the Manchester Police Department in a courteous and professional manner;
- Provides appropriate care for wounded animals as appropriate and disposes of dead animals according to prescribed guidelines;
- Inventories and requests equipment and supplies according to established procedures;
- Euthanizes and disposes of sick or injured animals, as necessary;
- Handles rabies complaints, including capturing, preparing , and submitting specimens to the state lab;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, State Fish and Game officials, business and community organizations, veterinary services and the public.
- Responds to citizens' questions and comments in a courteous and timely manner;
- Trains, assigns, prioritizes, supervises, motivates and evaluates the work of assigned volunteers;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

<p><b>Required Knowledge, Skills and Abilities</b> <b>(at time of appointment)</b></p>
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- Substantial knowledge of ordinances, laws and regulations governing animal complaints;
- Substantial knowledge of animal behavior and animal control techniques, principles and practices;
- Substantial knowledge of infectious diseases characteristics and control;
- Some knowledge of wildlife behavior and control techniques;
- Some knowledge of animal species and breed identification;
- Skill in animal capture and restraint;

- Ability to determine disposition of domestic animals and determine best method to capture and handle unrestrained animals;
- Ability to resolve problems and handle complaints from citizens concerning animal control;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to perform strenuous physical activity;
- Ability to work and complete assignments with minimal supervision;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### Acceptable Experience and Training

- Graduation from High School or possession of a GED, preferably supplemented by some additional training in animal related field; and
- Some public contact experience; and
- Some experience in law enforcement or related; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

#### Required Special Qualifications

- Valid New Hampshire driver's license;
- Ability to pass a background check.

#### Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to explain laws and ordinances, dispatch personnel and provide reports of animal control activities;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to identify and locate unrestrained animals and wildlife;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate capture and restraining devices and operate standard office equipment;



42

- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to capture, restrain and transport a variety of domestic animals and wildlife.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

42 Revised



# City of Manchester, New Hampshire

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	<b>Animal Control Officer II</b>
<b>Class Code Number</b>	<b>9150</b>

### General Statement of Duties

Enforces ordinances related to animal control and protection; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to maintain the animal control program. The work is performed under the supervision and direction of an assigned field supervisor but considerable leeway is granted for the exercise of independent judgement and initiative. This class is distinguished from the class of Animal Control Officer I by the performance of supervisory duties. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, business and community organizations and the public. The principal duties of this class are performed in an outdoor work environment with potential personal hazards.

### Examples of Essential Work (illustrative only)

- Enforces all local and State animal control ordinances through general control and complaint investigation;
- Investigates complaints, maintains related documentation, issues citations, impounds animals, or takes other appropriate actions as the situation warrants;
- Testifies in court, as needed;
- Provides supervision to other Animal Control Officers in the completion of their duties;
- Provides humane live traps to resolve certain animal control situations;
- Transports animals running at large to their owners or impounds them as necessary;

42

- Maintains a current and accurate file of lost and missing animals;
- Develops and implements policies for efficient, effective and community responsive procedures regarding animal control;
- Develops and presents animal safety classes in Manchester schools;
- Serves as an information source within the community regarding animal and pet issues, responds to questions from the public, releases official information to the media and other communication sources and represents the Manchester Police Department in a courteous and professional manner;
- Provides appropriate care for wounded animals as appropriate and disposes of dead animals according to prescribed guidelines;
- Inventories and requests equipment and supplies according to established procedures;
- Euthanizes and disposes of sick or injured animals, as necessary;
- Handles rabies complaints, including capturing, preparing, and submitting specimens to the state lab;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, State Fish and Game officials, business and community organizations, veterinary services and the public.
- Responds to citizens' questions and comments in a courteous and timely manner;
- Trains, assigns, prioritizes, supervises, motivates and evaluates the work of assigned volunteers;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

<p style="text-align: center;"><b>Required Knowledge, Skills and Abilities</b> <b>(at time of appointment)</b></p>
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- Substantial knowledge of ordinances, laws and regulations governing animal complaints;
- Substantial knowledge of animal behavior and animal control techniques, principles and practices;
- Substantial knowledge of infectious diseases characteristics and control;
- Some knowledge of wildlife behavior and control techniques;
- Some knowledge of animal species and breed identification;
- Skill in animal capture and restraint;

- Ability to determine disposition of domestic animals and determine best method to capture and handle unrestrained animals;
- Ability to resolve problems and handle complaints from citizens concerning animal control;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to perform strenuous physical activity;
- Ability to work and complete assignments with minimal supervision;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### **Acceptable Experience and Training**

- Graduation from High School or possession of a GED, preferably supplemented by some additional training in an animal related field; and
- Some public contact experience; and
- Some experience in law enforcement or related; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

#### **Required Special Qualifications**

- Valid New Hampshire driver's license;
- Ability to pass a background check.

#### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to explain laws and ordinances, dispatch personnel and provide reports of animal control activities;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to identify and locate unrestrained animals and wildlife;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate capture and restraining devices and operate standard office equipment;

42

- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to capture, restrain and transport a variety of domestic animals and wildlife.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

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City of Manchester  
New Hampshire

*In the year Two Thousand and* Five

AN ORDINANCE

“Amending Section 33.026 (Planner I) of the Code of Ordinance of the City of Manchester.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester,  
as follows:

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows:

Change class specification, Planner I, Class Code 1330  
(see attached)

This Ordinance shall take effect upon its passage and all Ordinances or parts of  
Ordinances inconsistent therewith are hereby repealed.

DRAFT



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# City of Manchester, New Hampshire

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	<b>Planner I</b>
<b>Class Code Number</b>	<b>1330-18</b>

### General Statement of Duties

Performs professional planning duties in support of planning initiatives within the City of Manchester; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to apply professional standards to planning, administration, coordination, research and implementation of parks, neighborhood, business development, urban re-vitalization and related within the City of Manchester. The work is performed under the direction of an assigned supervisor but some leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of employees in the class of administrative support staff. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, State and federal officials, representatives of neighborhood organizations, business and community organizations and the public. The principal duties of this class are performed in a general office environment and at on site locations throughout the community in all types of weather conditions.

### Examples of Essential Work (illustrative only)

- Performs professional planning duties of component parts of plans, policies and programs in support of the City's goals in alignment with private and public development in the City of Manchester;
- Gathers and analyzes data on land use, transportation, recreation, open space needs, development and related based on present and future conditions;

- Coordinates and participates in the scheduling, completing and evaluating various construction and improvement activities and projects;
- Assists in the bid process for capital improvement projects;
- Assists in monitoring project accounts and funds;
- Assists in recommending improvements in facilities;
- Uses computerized modeling techniques, including forecasting, capacity analysis and related to determine impact of various plans on existing City conditions;
- Prepares recommendations for the review and consideration of City Boards and Commissions;
- Explains policies, procedures and regulations to the public, developers, business organizations, contractors, architects and related;
- Performs on-site inspections to determine conformance with improved plans;
- Checks zoning regulations applicable to a particular property and provides all related information to stakeholders;
- Catalogues and maintains official subdivision and site plan documents and other improvement plans for the department and public access;
- Establishes procedures for collecting, summarizing and storing programmatic data to improve program effectiveness using computers, source documents and related;
- Prepares reports for public review, internal use or review by outside organizations, including graphics, to describe projects and program goals or activities;
- Prepares and makes presentations before citizen groups, City commissions, hearing officers and/or the Board of Mayor and Alderman as requested;
- Determines the appropriateness and validity of data for use in various projects and makes recommendations for additional data collection as needed;
- Prepares reports to funding agencies on the status of grant-funded projects;
- Analyzes rules, laws and regulations of other agencies to determine their impact on the City of Manchester;
- Coordinates the work of outside planning consultants;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

**Required Knowledge, Skills and Abilities**  
(at time of appointment)

- Substantial knowledge of land use theory, urban design, economics, recreation planning, municipal finance operations, land use law, demographics, environmental design, resource development and ecology;



4m

- Substantial knowledge of the methods used for citizen involvement in planning projects;
- Substantial knowledge of data gathering and research techniques;
- Substantial knowledge of the theory and methods for formulating land use policies and related;
- **Substantial knowledge of ArcGIS 8 or greater; (Parks Department only)**
- **Substantial knowledge in AutoCadd 2000 or greater; (Parks Department only)**
- Substantial knowledge of the current principles and practices involved in urban planning research;
- **Some knowledge in preparation of grant applications for Federal, State, and private funding;**
- Some knowledge of practices and techniques of construction and design;
- Some knowledge in developing and maintaining public facilities;
- Some knowledge of requirements for public bidding and procurement process;
- Some knowledge of cartography;
- Some knowledge of, or the ability to quickly learn, the architectural, economic and cultural history of the City of Manchester;
- Ability to read and interpret architectural and engineering designs and specifications, including planimetric, topographic, geologic, hydrological, statistical maps, charts and graphs;
- Ability to performs basic designs;
- Ability to make public presentations on complex planning designs and municipal operations and represent the City in a professional capacity;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations on all facets of planning operations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to operate or quickly learn AutoCAD and Engineering software;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### Acceptable Experience and Training

- Graduation from an accredited college or university with a Master's Degree in Urban Planning, Architecture, Landscape Architecture, Public Administration or related; and
- Some experience related activities; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

**Required Special Qualifications**

- None.

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to perform on-site inspections and review plans, designs and drawings;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to all areas of the City.

Approved by: BMA Date: March 7, 2000



# CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza

Manchester, New Hampshire 03101-4000

Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065



March 28, 2005

Alderman Bill Shea, Chairperson  
Human Resource and Insurance Committee  
City of Manchester  
One City Hall Plaza  
Manchester, New Hampshire 03101

Re: Update Class Specification – Planner I

Dear Alderman Shea and Members of the Committee:

Deputy Parks Director, Chuck Deprima, has requested that we make some minor changes in the Planner I class specification. Since this class specification is also utilized at the Planning Department, we asked the Director of Planning if he objected to the additional language. There was not objection as long as we made it clear that the new duties were for the Parks Department only.

Therefore, I am requesting that the attached Planner I class specification be approved.

If you have any questions, I would be happy to answer them for you.

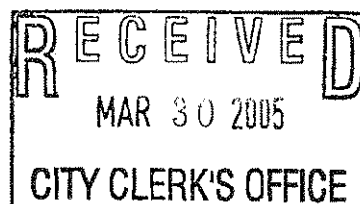
Your favorable approval of this request would be greatly appreciated.

Respectfully submitted,

Virginia A. Lamberton  
Human Resources Director

Attachment

Cc: Chuck Deprima  
Ron Ludwig, Director



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**To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Joint School Buildings respectfully advises, after due and careful consideration, that they have approved the expenditure of up to \$38,000 from the School Facilities Improvement Project contingency fund to paint the ceilings and walls in the Central High School gymnasium.

Respectfully submitted,



Clerk of Committee

40

**To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Joint School Buildings respectfully advises, after due and careful consideration, that they have approved the expenditure of up to \$87,000 from the School Facilities Improvement Project contingency fund for the architectural and structural plans for Beech Street Elementary School wall design.

Respectfully submitted,



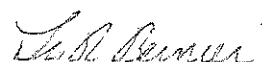
Clerk of Committee

4P

**To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Joint School Buildings respectfully advises, after due and careful consideration, that they have approved the expenditure of up to \$155,000 from the School Facilities Improvement Project contingency fund for the architectural and structural plans for Highland Goffs Falls and Parker Varney wall design.

Respectfully submitted,



Clerk of Committee

4 Q

**To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Joint School Buildings respectfully advises, after due and careful consideration, that they have approved the expenditure of up to \$320,000 from the School Facilities Improvement Project contingency fund for the procurement and installation of two replacement boilers at Memorial High School.

Respectfully submitted,

*Lo R. Bernier*

Clerk of Committee

8

# City of Manchester New Hampshire

*In the year Two Thousand and Five*

## AN ORDINANCE

“Amending Sections 33.024, 33.025, & 33.026 (Marketing and Retention Specialist) of the Code of Ordinances of the City of Manchester.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.024 CLASSIFICATION OF POSITIONS be amended as follows:

Establish Marketing and Retention Specialist, Class Code 1221

SECTION 33.025 COMPENSATION OF POSITIONS be amended as follows:

Establish Marketing and Retention Specialist, Class Code 1221, Grade 18

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows

Establish Marketing and Retention Specialist, Class Code 1221, Grade 18  
exempt (see attached)

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.



8

**DRAFT**

# City of Manchester, New Hampshire

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	Marketing and Retention Specialist
<b>Class Code Number</b>	1221-18

### General Statement of Duties

Provides professional support to the Director of Economic Development for retention and marketing related to the promotional, economic development and business retention for the City; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to provide professional staff support in improving the business climate within the City of Manchester particularly related to attracting new business to the City and developing strategies for retention of businesses within the City. Develops marketing plans to attract new business to the City. Works with local financial institutions to develop strategies for ease in establishing a new business within the City. The work is performed under the supervision and direction of the Economic Development Director but leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective and harmonious working relationships with other City employees, business and community groups, business owners, developers, attorneys, financial institutions, the Chamber of Commerce, State and Federal officials and the public. The principal duties of this class are performed in a general office environment.

**Examples of Essential Work**  
(illustrative only)

- Develops and coordinates a variety of activities, related to business development, expansion and retention.
- Conducts marketing of the City through the media, materials, trade shows and meetings;
- Serves as a staff liaison/ombudsman to the business community providing assistance to facilitate efficient business/city relationships;
- Develops public relations efforts to improve the image of the City in order to encourage new business to move to Manchester;
- Research, analyze and report on economic and market trends for the northeast area;
- Works with the Economic Development Director in implementing a coordinated business recruitment campaign;
- Studies the financial needs of economic development projects for use in designing financial assistance packages;
- Conducts meetings/workshops with business community; prepares and presents economic development plans and information;
- Monitors economic development legislation;
- Keeps immediate supervisor and designated others fully and accurately informed concerning the work progress; including presenting potential work problems and makes suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other related duties as assigned.
- Communicates and coordinates regularly with others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

**Required Knowledge, Skills and Abilities**  
(at time of appointment)

- Thorough knowledge of the current principles and practices associated with economic development within a municipality;
- Thorough knowledge of business administration and economic principles related to industrial development;
- Knowledge of the principles, techniques, and objectives of public relations and information;
- Knowledge of the principles and techniques of marketing and promotion;
- Ability to organize, conduct and coordinate workshops, meetings and other promotional events;

8

- Ability to research and analyze economic and market trends;
- Ability to develop financial analysis for projects to increase economic development;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations on assigned areas of economic development projects;
- Ability to operate a personal computer utilizing customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor's Degree in Marketing, Public Relations, Public Administration, Economics, or a related field and
- Considerable experience in marketing and/or retention for the economic development of a large municipality.

#### Required Special Qualifications

- Valid NH driver's license or access to transportation.

#### Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor assigned areas;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a vehicle;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to all areas of the City.

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

8

City of Manchester  
New Hampshire

*In the year Two Thousand and* five

AN ORDINANCE

"Amending Sections 33.024, 33.025 & 33.026 (Public Health Dental Assistant) of the Code of Ordinance of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester,  
as follows:

SECTION 33.024 CLASSIFICATION OF POSITION be amended as follows:

Establish new classification, Public Health Dental Assistant

SECTION 33.025 COMPENSATION OF POSITION be amended as follows:

Establish Public Health Dental Assistant, Grade 12, non-exempt

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows:

Establish new class specification, Class Code 7040, Public Health Dental Assistant (See attached).

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.



8

# City of Manchester, New Hampshire

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	Public Health Dental Assistant
<b>Class Code Number</b>	7040

### General Statement of Duties

Assists the Manchester Health Department dental hygienists, with a goal of enhancing the public health and well being through dental health promotion and dental disease prevention. The position is a school-year position, involving 36 weeks of work at 20 hours per week.

### Distinguishing Features of the Class

The work is performed under the general supervision of a licensed dentist, and under the direct supervision of a licensed dental hygienist. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with students, parents, dental professionals, and the general public. The principal duties of this class are performed in a medical environment with related risks.

### Examples of Essential Work (illustrative only)

- Sterilizes and organizes instruments and equipment during patient care;
- Functions as a dental laboratory technician;
- Processes X-rays;
- Assists hygienist in administering oral prophylaxes and topical fluoride applications for preschool and elementary school students;
- Assists hygienist in health screenings at clinics and schools;
- Follows up with parents and families in determining treatment needs and possible referrals;

- Provides dental health, hygiene and disease prevention information to individuals, groups and families;
- Inventories and orders supplies;
- Processes Medicaid billing;
- Maintains reports and records related to dental health and hygiene services and compiles statistical data and other information as required;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

#### **Required Knowledge, Skills and Abilities (at time of appointment)**

- Thorough knowledge of the principles and practices of preventive dental care;
- Thorough knowledge of infection control;
- Some knowledge of dental hygiene techniques as relates to the school and clinical environment;
- Some knowledge of the use of instructional practices and techniques;
- Some knowledge in the use of dental instruments;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to work independently, and with integrity;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.

#### **Experience and Training**

- Graduation from high school; and
- Successfully pass the DANB Radiation, Health, and Safety exam, and complete appropriate coursework; and
- 3 years of experience as a dental assistant; or
- Graduation from an accredited school of dental assisting with completion of the certification process of the Dental Assisting National Board

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**Required Special Qualifications**

- Completion of 12 CEU's annually if applicant is a Certified Dental Assistant
- Valid New Hampshire Driver's license.

**Essential Physical Abilities**

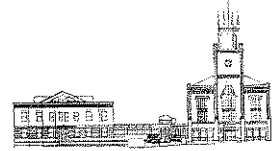
- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to function in performs assigned dental procedures;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to use all related medical equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to all assigned areas.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



# CITY OF MANCHESTER

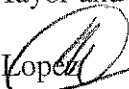
## Board of Aldermen



Nominated 5-3-05

### MEMORANDUM

To: Board of Mayor and Aldermen

From: Alderman Lopez 

Date: May 3, 2005

Re: Nomination to the MTA Commission

Enclosed please find a copy of a resume of Mr. Peter Escalera who I wish to nominate as a member of the Manchester Transit Authority Commission to fill the unexpired term of Eugene E. Boisvert, term to expire May 2009.

Enclosure



10

Subj: **Resume- Peter Escalera**  
Date: 4/26/2005 12:46:23 PM Eastern Daylight Time  
From: PEscalera@Elliot-HS.org  
To: ALDMJL@aol.com

Peter Escalera  
245 Prospect Street  
Manchester NH 03104  
Home 603-622-9546 Cell 315-9242

DOB 6/03/1950  
POB Puerto Rico

**EDUCATION:**

1965-1969 Westinghouse Technical High School  
105 Johnston St. Brooklyn, NY 11201  
Graduated Diploma -Major Optical

1986-1989 John Jay College  
250 W 57th Street NYC  
Assoc. Degree in Police Studies-Criminal Justice

**MILITARY:**

1969-1971 USMC - Stationed on USS Austin- Sea duty  
Cpl.

**EMPLOYMENT:**

1977-1989 NYC Health & Hospital Police Department  
Police Officer

1989-Present Elliot Hospital Health System  
Security Officer

**AFFILIATIONS:-Membership/Boards**

1999-2005 VFW Post Bedford- Member  
2000-2005 Elliot Associate- Associate  
2000-2005 Latinos Unidos of NH- Director  
2004-2205 VNA Planning Board -Member  
2004-2005 Boy/Girls Club youth council -Advisor  
2005 NH Justice of the Peace

**PERSONAL**

Married (Rosa) 3 Children (Rosy 17) (Johnthan 15) and (Kiara 10)

11-13  
Nominated 5-3-05

To: Board of Mayor and Aldermen  
From: Mayor Robert Baines  
Re: Nominations  
Date: May 3, 2005

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I am nominating the following individual(s) to serve on the following board(s), commission(s), or authority(ies)

**Board of Registrars**

Signe A. McQuaid to succeed Barbara Arnold, term to expire May 1, 2008.

**Highway Commission**

William F. Houghton, Jr. to succeed William F. Kelley, term to expire January 15, 2008.

**Planning Board**

Peter Capano to succeed himself, term to expire May 1, 2008.

Todd Connors to succeed himself, term to expire May 1, 2008.

Raymond Clement to succeed himself, term to expire May 1, 2008.

David B. Eaton to fill the unexpired term of Harold Sullivan, term to expire May 1, 2007.

Harold Sullivan to succeed Peter Sorrentino, term to expire May 1, 2008.

Layover

11-13

Signe A. McQuaid  
256 North Bay Street  
Manchester, NH 03104  
603 625 4003

RECEIVED

APR 21 2005

MAYOR'S OFFICE

Objective: Appointment to the City of Manchester Board of Registrars

Community Service

Manchester City Planning Board	1984 - 1997
Manchester Board of Adjustment	1994 - 1997
CASA (Court Appointed Special Advocate)	1996 - 1997
Volunteer Voter Registration: League of Women Voters	1978 - 1980

Education

Manchester High School Central	1963 - 1967
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Professional Experience

Store Supervisor - National Leisure Group	2002 - 2004
Travel Consultant - National Leisure Group	1997 - 2004

11-13

## BIOGRAPHY OF DAVID B. EATON CCIM, CRE

David B. Eaton is the President of Eaton Partners, Inc. a Real Estate Asset Management Company located at 814 Elm Street in Manchester, New Hampshire. His practice is focused on commercial real estate finance and advisory services.

David is a lifelong resident of New Hampshire and has studied Business and Accounting at New Hampshire College (now Southern New Hampshire University) and Suffolk University. His real estate background of over 25 years is very diverse with experience in the sale, development, construction, management and finance of residential, commercial, retail and industrial properties.

David has provided real estate advisory, asset management and loan placement services to corporate real estate users, financial institutions and individual investors throughout the Northeast. He has served as an advisor on a variety of development projects ranging from residential subdivisions and condominiums to large mixed-use office, retail and industrial properties. One consulting assignment for a Northern New England based financial institution involved assisting with the workout and management of their troubled mortgage loan portfolio. During the 3+ year assignment period, the portfolio fluctuated in value between \$30,000,000 and \$125,000,000, containing literally hundreds of different type loans secured with various types of real property collateral. Having responsibility for management of these assets and their budgets, from the point of identification as a troubled loan through the migration to ultimate resolution, has provided David with a unique perspective which is invaluable to Eaton Partner's clients.

David has received the acknowledgment of his peers as a commercial real estate expert by virtue of being awarded both the prestigious CCIM (Certified Commercial Investment Member) and CRE (Counselor of Real Estate) designations. The CCIM designation is bestowed by the Commercial Investment Real Estate Institute on experienced real estate professionals who complete over 200 hours of advanced study culminating in a nationally administered exam. The CRE designation is awarded by the Counselors of Real Estate to real estate advisors who are selected as members based upon their experience and reputation in the area of real estate counseling. In 1991 David served as President of the New England CCIM Chapter and in 1993&1994 as Vice President for the Northeast CCIM Region. David was the first real estate professional in Northern New England to have achieved both the CCIM and CRE designations.

Specific areas of David's expertise include Real Estate Finance, Real Estate Development Consulting, Project Management and Portfolio Analysis. He has served as a court appointed receiver and trustee in bankruptcy, as an expert witness and is a recognized authority on the subject of due diligence, on which he has lectured nationally. David has recently served as Asset Manager for a Southern New Hampshire private college evaluating their 22 parcel real estate portfolio and subsequently implementing and managing the disposition and redevelopment process for all of the assets.

With a talented ability to understand complex real estate and mortgage collateral issues, David brings a consistent experienced perspective to all assignments.

David B. Eaton

814 Elm Street, Suite 500, Manchester, NH 03101

Office: 603-626-1964 X12 Home: 668-8946

11-13

William F. Houghton Jr.  
218 Kenberma Street  
Manchester, New Hampshire 03103  
(603) 623-4466

PERSONAL

Date of Birth: July 28, 1956  
Health: Excellent  
Marital Status: Married, Two Children

WORK EXPERIENCE

May 1985 – Present

UNITED STATES POST OFFICE  
Manchester, New Hampshire

Duties: City Letter carrier. Responsible for sorting and delivering mail to customers throughout the city. In the twenty years employed, have held many union positions to include, union steward, branch vice-president and state association secretary-treasurer.

December 1979 – December 1984

VELCRO GROUP USA  
Manchester, New Hampshire

Duties: Computer programming and advisor to computer operations. Programming languages used at Velcro included NEAT/3, UPG, COBOL and SPG.

June 1978 – December 1979

BANK OF New Hampshire  
Manchester, New Hampshire

Duties: Hired as a computer operator working on the NCR Century 201 and the NCR Criterion 8500 computer systems. Was promoted to computer programmer using NEAT/3 and UPG programming languages.

July 1975 – June 1978

UNITED STATES AIR FORCE

Duties: During tour of duty, worked as an administration specialist at Loring AFB, Maine. Jobs performed included Alert Force Controller and Bombing and Navigation Division Clerk.

June 1978 – Present

NEW HAMPSHIRE AIR NATIONAL GUARD  
Pease AFB, Newington, New Hampshire

Duties: Assignments have ranged from Nuclear, Chemical, Biological Instructor, to Homeland Defense, to the Senior Enlisted Advisor for the NH Air National Guard.



# CITY OF MANCHESTER

## OFFICE OF THE MAYOR

Robert A. Baines  
Mayor

April 29, 2005

Economic Dev.  
Nomination

One City Hall Plaza

Manchester, NH 03101-1932

Phone: 603.624.6500 (VTTY)

Fax: 603.624.6576

[www.ManchesterNH.gov](http://www.ManchesterNH.gov)

Board of Aldermen  
City of Manchester  
One City Hall Plaza  
Manchester, New Hampshire 03101

To the Honorable Board of Aldermen:

I would respectfully request your full support to appoint Paul Borek as the new Economic Development Director for the City of Manchester effective on or about July 11, 2005. The process that was used to screen candidates literally from all across the United States and other countries was as follows:

A screening committee was established and asked to review all of the applications that were submitted for this important position. The committee which included Seth Wall, Mayor's Office, Gary Long, Public Service Company, Kevin Dillon, Airport Director, Alderman Betsi DeVries and Skip Ashooh, reviewed all of the candidates' resumes to determine which candidates would be initially considered and offered the opportunity for an interview. The final number of finalists was four. On February 11, 2005, four candidates were interviewed on March 11, two of the candidates were invited for a second interview and came to Manchester for an interview and toured the city.

I am recommending Mr. Borek because I believe he will bring a new and energetic vision to the city for our economic growth and development. Mr. Borek has an exemplary background in economic development as well as planning, finance, infrastructure development, public relations, sales, marketing, workforce development, etc. I have attached a copy of Mr. Borek's resume for your review along with information that details his extraordinary employment history and accomplishments over the years.

On March 11, 2005, Mr. Borek came to Manchester for his interview. I asked him to provide me with a list of what he thought might be economic development ideas for Manchester although he had only been here for a limited period of time. I am attaching a copy of that list of ideas for your review.

Mr. Borek would be most pleased to speak to any aldermen regarding his candidacy for this position. He may be reached at 630-336-9718 or by email at [pjborek@comcast.net](mailto:pjborek@comcast.net). We also have provided a confidential list of individuals who would be happy to respond to any reference information that you might have.

14

The City of Manchester needs the full support of the Board of Mayor and Aldermen to ensure that momentum in our city for economic growth and development continues.

I would be happy to meet with anyone of you to discuss my nomination in greater detail.

Thank you for your anticipated support for this very important appointment.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'R. A. Baines', written in a cursive style.

Robert A. Baines  
Mayor

Attachments

## ECONOMIC DEVELOPMENT CONSULTANT/EXECUTIVE

Results-oriented chief executive with the reputation  
as a goal-oriented visionary, consensus-builder, and closer.

### SUMMARY OF QUALIFICATIONS:

- **Administration:** Leadership, consensus building, supervision, mentoring, budgeting and budget management. Led professional executive commissions/committees, guided and mentored staff reports and associates for over 20 years.
- **City Planning:** Managed or prepared lakefront development, river front development and land use plans, development guidelines, marina feasibility study and solid/hazardous waste management plans.
- **Downtown Redevelopment:** Spearheaded land assembly/redevelopment agreement negotiations for Downtown Sandwich, Illinois. Led *Company is Coming* marketing campaign and assisted in development of *Walter Payton Roundhouse* Entertainment Complex, *Comfort Suites City Center* hotel, residential loft development and several restaurants and shops in Aurora. Managed environmental analysis and negotiated TIF incentive agreements. Coordinated development incentives for Downtown Chicago office development (*Northern Trust*).
- **Economic Development:** Recruited and/or coordinated development process for over 200 business investment projects involving Fortune 500 firms, entrepreneurs, global/foreign and small businesses. Won numerous development, financing and/or marketing competitions. Coordinated first commercial/industrial TIF in Illinois. Recruited and coordinated negotiations for first O'Hare Airport commercial office building (*United Airlines*).
- **Finance:** Negotiated private/public financing and incentive packages for industrial, commercial, retail and hotel real estate developments including industrial revenue bonds, tax increment financing (TIF), general obligation bond financing, sales and property tax rebates, municipal and SBA loans, worker training, and infrastructure grants.
- **Fundraising:** Helped initiate and served as volunteer Division Co-Chair for \$5.0 million Economic Development Fundraising Campaign. Leadership role in numerous fundraising/ membership campaigns (*Fox Valley Park District* referendum, chambers of commerce, hospitals, Rotary, Urban League, United Way and youth sports organizations.)
- **Infrastructure Development:** Led lobbying initiatives and coordinated public/private intergovernmental implementation of toll highway interchanges, state and local highways and city/state container port development.
- **Marketing:** Proactive promotion via network marketing, direct mail, video, trade shows and professional seminars.
- **Public Relations:** Led public relations/image campaigns. Secured extensive media coverage of development and strategic initiatives through print, electronic, video and broadcast presentations.
- **Housing/Residential Development:** Negotiated city redevelopment incentives for \$30 million, 332 unit apartment redevelopment / condominium conversion and \$5 million downtown loft redevelopment.
- **Sales:** Managed \$60 million commercial sales campaign. Conducted sales and marketing training workshops.
- **Strategic Planning:** Led initiatives for economic and downtown development organizations, including *Urban Land Institute (ULI)* downtown redevelopment workshop. Directed strategic marketing and advertising programs.
- **Workforce Development:** Chaired marketing committee of *Valley Education to Careers Partnership*. Chaired Implementation Committee of *River Valley Workforce Investment Board* for Kane, DeKalb and Kendall Counties.

### EXPERIENCE:

#### P. J. Borek Consulting Principal

Aurora, IL  
1990-Present

- *Targeted retail and mixed-use development recruitment.* City of Sandwich (2000-Present)
- *Leveraging Economic Development through Casino Investment.* Pat Daly, The Daly Group (1994)
- *Organization Development.* Oswego Chamber of Commerce/City of Oswego (1992-93)
- *Electricity Purchasing and Transfer.* Chicago Economic Development Commission (1990)



14

**Old Second National Bank**

**Aurora, IL**

***Vice President of Business Development and Marketing***

**1999 to 2005**

- Closed over \$56 million in new loans (\$10.2 MM/yr.) and \$34 million in new deposit business (\$6.2 MM/yr.).
- Personally generated over \$450 million in prospective deals. (\$81.8 million/year).
- Assisted in asset growth from \$1 billion to \$2.1 billion (110%).
- Managed sales campaign resulting in \$60 million in new business.
- Managed business development division and trained bankers in sales and marketing.

**Aurora Economic Development Commission**

**Aurora, IL**

***Executive Director***

**1990 to 1999**

Directed city-chamber partnership responsible for business attraction and expansion. Hired and managed 5-member staff. Led public/private leadership teams in addressing development issues. Accomplishments include:

- 13,000 jobs, 17 million square feet and \$500 million in commercial/industrial investment.
- Reduced unemployment from 12.9% to 4.0%. Increase in total assessed valuation by 82% (\$605 million).
- Population increased from 85,000 to 130,000; 5,500 new housing starts 1993-97.
- Record single year volume commercial development; record number building permits.
- Redeveloped blighted neighborhood commercial and industrial districts.
- Created financial incentive programs to expand and attract business and redevelop land.

**Economic Development Commission of the City of Chicago**

**Chicago, IL**

***Director of Development***

**1987 to 1990**

- Recruited commerce & industry and negotiated development incentive agreements.
- Managed industrial parks and office park planning.
- Coordinated noted professional developers/financiers to design/implement development plans and policies.
- Assisted with recruiting, management & budgeting for \$1 million public/private partnership.
- Managed financial incentive policy initiatives and assisted with marketing and strategic planning.

**Chicago Department of Planning and Development**

**Chicago, IL**

***Assistant to Deputy Commissioner, Project Director, City Planner***

**1977 to 1987**

- Assisted in administration of 60-member division responsible for research, energy management, planning, policy, community development and infrastructure.
- Managed/or prepared development feasibility studies.
- Prepared lakefront, river front land use plans and grant applications.

**EDUCATION & PROFESSIONAL DEVELOPMENT:**

**Aurora University**

**Aurora, IL**

***Masters in Business Administration***

**2001**

**City of Chicago/Chicago City Colleges**

**Chicago, IL**

***Executive Development Program in Public Administration***

**1984**

**Dartmouth College**

**Hanover, NH**

***Bachelors of Arts in Geography and Urban Studies***

**1977**

**Dale Carnegie Training: Sales and Sales Management Training**

**2001-02**

**American/Illinois Bankers Association: Commercial and Real Estate Lending**

**1999, 2000**

14  
Paul J. Borek

### AWARDS/CERTIFICATIONS:

American Institute of Certified Planners (AICP)	1985
Greater Aurora Chamber of Commerce, <i>Image Maker Award</i>	1999
DuPage Area Assoc. of Business and Industry <i>Excellence in Business Award Nomination</i>	1998
National Association of Industrial and Office Parks/Crain's Chicago Business <i>Largest Development Deals (Kraft Food, Excel Logistics)</i>	1998
	1997

### PROFESSIONAL ORGANIZATIONS:

Urban Land Institute (ULI)	International Economic Development Council
International Association of Shopping Centers (ICSC)	International Development Research Council
National Assoc of Corporation Real Estate Executives	Illinois Development Council (IDC)
American Planning Association (APA)	Rotary Club of Aurora (Past President)

### LEADERSHIP ORGANIZATIONS:

Aurora Economic Development Commission (AEDC)	<i>Seize the Future</i> AEDC Fundraising Campaign
Strategic Planning/Downtown Committee	Aurora Township Loan Review Committee
Naperville Chamber of Commerce	Joliet/Will County Chamber of Commerce
DeKalb County Economic Development Corp.	Elgin Area Chamber of Commerce
Kane County Economic Development Committee	West Chicago Chamber of Commerce
Sandwich Chamber of Commerce	United Way of Aurora
Family Counseling Center of Aurora	Quad County Urban League
Copley Hospital Facilities Utilization Committee	Ravenswood Hospital Leadership Council

### MAJOR PROJECTS:

#### Headquarters, Research & Manufacturing

Cabot Microelectronics	Weyerhaeuser	Dunlee/Picker International
Westell Technologies	Crown, Cork & Seal	Creative Contract Packaging (Hormel)
Conner Winfield	Successories	Optimum Nutrition

#### Headquarters & Distribution

JVC Company of America	Mopar (Chrysler Motors)	BRK Brands (First Alert)
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#### Distribution Centers

Time Warner	Kraft Foods (Philip Morris)	Federal Express
Cardinal Health	3M Corporation	Exel Logistics (Kellogg's, Clorox)
LTD Commodities	DSC Logistics	Amurol (Wrigley)

#### Business Parks

Butterfield Center for Business & Industry	White Oak Business Park
Prime Aurora Business Park	Shetland Business Park

#### Mixed Use Developments

Meijer, Inc. Superstore, Retail Center and Business Park	Home Depot Store and Retail Center
Chicago Stockyards Shopping Center and Industrial Park	Waterford Residential, Senior Care & Commercial

#### Downtown Redevelopment

Hollywood Casino Aurora	Walter Payton Roundhouse Complex	Comfort Suites City Centre Hotel
Northern Trust	Downer Place Lofts	Walgreen's Pharmacy

#### Retail /Commercial Development

Chicago Premium Outlets	Cub Food's	Wal-Mart	Alden Senior Care Complex
Valley Honda & Gartner Buick	Rush/Copley Hospital		Hampton Suites Hotels

Economic Development Recommendations for Manchester, New Hampshire

**Paul Borek**  
**Candidate for Economic Development Director**

Develop a *Unified Economic Development Plan* for Manchester in collaboration with all Manchester city and private economic development partners, business leaders, citizens and the Manchester Board of Mayor and Alderman.

Actively and responsibly *implement* Unified Economic Development plan for Manchester by convening and coordinating collaborative partner implementation and problem-solving meetings.

Target and actively recruit *research & technology* businesses to the new Northwest Business Park business park.

Recruit and convene team of area owners and executive to *design, guide and monitor* targeted business recruitment program.

Redevelop and upgrade older *commercial and industrial districts*.

Design and implement *branding campaign* to identify and promote Manchester as an international center of research, technology and innovation.

Create and establish a *Celebrating Manchester's International Diversity* festival attracting multicultural business and visitors to Manchester.

Promote the development of an *International Trade and Education Center in Manchester*.

Collaborate with Manchester Convention and Visitor Bureau to help expand and attract *convention and exposition business*.

Conduct collaborative *Business Retention Program* for Manchester with the Chamber of Commerce, City and State officials. Identify issues, retain business and generate valuable insight for business recruiting program.

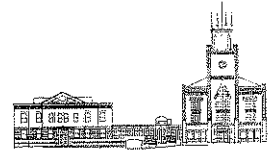
**Work with business leaders** to collaborate and pool resources on economic development issues and opportunities.

Work with community and private economic development and real estate professionals to design and implement and effective *regional economic development* initiatives.



# CITY OF MANCHESTER

## Office of the City Clerk



Leo R. Bernier  
City Clerk

Carol A. Johnson  
Deputy City Clerk


Paula L-Kang  
Deputy Clerk  
Administrative Services

Matthew Normand  
Deputy Clerk  
Licensing & Facilities

Patricia Piecuch  
Deputy Clerk  
Financial Administration

DATE: May 6, 2005

TO: Board of Mayor and Aldermen

FROM:  Leo Bernier

RE: New Hampshire State Library Conservation Grant Request for the Restoration of the Early Records of the Town and City of Manchester, 1836-1847

We are requesting permission to apply for a \$7337.00 grant to fund the restoration of the early records of the Town and City of Manchester, 1836-1847. These volumes are some of the earliest records in the Manchester City Archives. The goal is to deacidify, mend, rebind and microfilm the following:

- Record of Mortgage Deeds, 1843-1847
- Journal of Departmental Expenses, 1841-1846
- Record of Mortgages, Marriages and Licenses, 1836-1840
- Town Records, 1841-March 1845
- Town Records, 1846-Sept. 1846
- Town/City Notes, 1841-1847
- Tax Book, 1845
- Tax Book, 1846

In 2003, the City of Manchester received a "Mooseplate" Grant to restore the Common Council records.

# Manchester School District

School Administrative Unit No. 37  
196 Bridge Street, Manchester, NH 03104-4985  
Tel: 603.624.6300 • Fax: 603.624.6337

20

**Michael Ludwell, Ph.D.**  
*Superintendent of Schools*


**Henry J. Aliberti Jr., Ed.D.**  
*Assistant Superintendent  
Elementary Education*

**Frank G. Bass, Ph.D.**  
*Assistant Superintendent  
Secondary Education*

**Karen G. Burkush**  
*Assistant Superintendent  
Student Services*

**William E. Sanders**  
*Chief Financial Officer*

To: Ms. Carol Johnson  
Deputy City Clerk

From: William E. Sanders 

Date: May 11, 2005

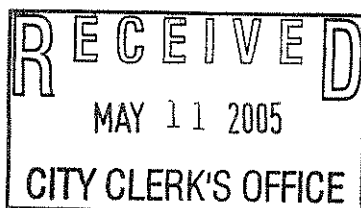
Subject: Property Adjacent to Hallsville Elementary School

Enclosed herewith is an executed Purchase and Sale Agreement dated April 20, 2005 between the Manchester School District and the Estate of Richard Chretien for the purchase of real estate at 1015 Merrill Street. The Agreement is conditioned on approval of the Board of School Committee and Board of Mayor and Aldermen. The Board of School Committee approved the transaction at its May 9<sup>th</sup> meeting.

Also attached is a transaction summary that provides additional information on the transaction. Thomas Arnold, Deputy City Solicitor, reviewed and approved the Agreement prior to signatures.

We appreciate your assistance in forwarding this material to the Board of Mayor and Aldermen for review and approval. Please advise if you have any questions or require additional information.

Cc: Dr. Michael Ludwell  
Dr. Henry Aliberti



Hallsville Elementary School

Summary of Proposed Purchase

- Location – 1015 Merrill Street (1/10 acre)
- Seller – Estate of Richard J. Chretien
- Price - \$169,400
- Appraisals
  - Seller's - \$173,000
  - Buyer's - \$168,500
- Title will be conveyed to City of Manchester
- Transaction is conditioned upon approval of Board of School Committee and Board of Mayor and Aldermen on or before June 30, 2005.
- Administration proposes to demolish structure on site at estimated cost of \$35,000.
- Administration proposes to construct additional playground space at estimated cost of \$20,000.
- Total cost of \$224,400.
  - \$169,400 from 2005 surplus
  - \$55,000 from Maintenance Project line item

# PURCHASE AND SALE AGREEMENT

Agreement made this 20<sup>th</sup> day of April, 2005, by and between the Estate of Richard T. Chretien, c/o Daniel J. Harkinson, Esquire, having an address of Wensley, Wirth & Azarian, 40 Wakefield Street, Rochester, New Hampshire ("Seller"), and the School District of the City of Manchester, New Hampshire, with an address of 196 Bridge Street, Manchester, New Hampshire ("Buyer"). In consideration of the mutual covenants and promises contained herein, Seller and Buyer agree as follows:

Property: Seller agrees to sell and Buyer agrees to buy certain real estate described as 1015 Merrill Street, Manchester, New Hampshire (the "Premises").

## Price:

The Purchase Price for the Premises is

\$169,400.00

Payable as follows:

Earnest money deposited with Seller's  
Attorney, Daniel J. Harkinson

\$ 5,000.00

Payable in cash or certified check  
at closing:

\$164,400.00

Closing: Closing shall be held at a mutually agreed location on or before June 30, 2005, at a time agreeable to the parties, at the offices of Buyer's attorney, Dean B. Eggert, Wadleigh, Starr & Peters, P.L.L.C., 95 Market Street, Manchester, New Hampshire.

Deed: At closing, Buyer shall receive a good and sufficient warranty deed to the Premises, conveying marketable title to the City of Manchester, subject to no tenancies or other parties in possession.

Title Examination: Buyer may examine title to the Premises prior to Closing and, if such title is found to be unmarketable, this Agreement shall be deemed to be null and void.

Conditions to Buyer's Performance: Buyer's obligation to purchase the Premises is conditioned upon Buyer obtaining the funding and approval of the City of Manchester Board of School Committee and Board of Mayor and Aldermen on or before June 30, 2005. In the event Buyer is unable to obtain approval from either Board on or before June 30, 2005, this agreement shall terminate, the deposit shall be returned to Buyer, and neither party shall have any further obligations hereunder.

Access: Buyer may have access to the Premises prior to closing upon prior approval of Seller (approval shall not be unreasonably withheld). Buyer agrees to hold Seller harmless from any injury to person or property resulting from such access.

Insurance: Insurance shall be continued in force at Seller's expense in its present amount until closing.

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Prorations: Real Estate taxes and other items shall be prorated as of the closing date.

Broker: No Broker was involved in this transaction.

Personal Property: The following property is included in the conveyance: NONE; Seller shall deliver the Property to Buyer clear of all personal property.

Asbestos, etc.: The Buyer will be responsible for addressing the removal, abatement or remediation of any asbestos or other hazardous material which may be on the property.

Liquidated Damages: If the Seller shall default in the performance of his obligation under this Agreement, Buyer may seek specific performance of this Agreement.

Prior Statements: All representations, statements, and agreements heretofore made between the parties hereto are merged in this Agreement, which alone fully and completely expresses their respective obligations, and this Agreement is entered into by each party after opportunity for investigation, neither party relying on any statements or representations not embodied in this Agreement, made by the other or on his behalf.

Time Is of the Essence: Time is of the essence with respect to each and every provision of this Agreement.

Required Notifications and Disclosures: Seller has provided the notifications to the Buyer required under state and federal law on the Exhibits attached to this Agreement.

SELLER:

Estate of Richard T. Chretien

By: Daniel J. Harkinson  
DANIEL J. HARKINSON  
its duly authorized EXECUTOR

BUYER:

School District of the  
City of Manchester, New Hampshire

By: William E. Sanders  
WILLIAM E. SANDERS  
its duly authorized CFO

Pamela Z. Columbo  
Witness

Loren Williams  
Witness



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EXHIBIT A

SELLER'S DISCLOSURE OF WATER SUPPLY  
AND SEWAGE DISPOSAL SYSTEM INFORMATION  
(REQUIRED BY N.H. R.S.A. 477:4-c, EFFECTIVE JANUARY 1, 1993)

I. WATER SUPPLY

The Premises are benefited with a public water supply.

II. SEWAGE DISPOSAL SYSTEM

The Premises are benefited with a public sewer system.

Buyer acknowledges receipt of the within Disclosure this 20<sup>th</sup> day of APRIL,  
2005, prior to execution of a Purchase and Sale Agreement with Seller.

BUYER:

School District of the  
City of Manchester, New Hampshire

Karen DeFrancis  
Witness

By: Will - E. Sanders  
WILLIAM E. SANDERS  
its duly authorized CTO

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EXHIBIT B

BUYER'S RECEIPT OF NOTICE  
PURSUANT TO NEW HAMPSHIRE R.S.A. 477:4-a

Radon Gas:

Radon Gas, the product of decay of radioactive materials in rock may be found in some areas of New Hampshire. This gas may pass into a structure through the ground or through water from a deep well. Testing can establish its presence and equipment is available to remove it from the air or water.

Lead Paint:

Before 1977, paint containing lead may have been used in structures. The presence of flaking lead paint can present a serious health hazard, especially to young children and pregnant women. Tests are available to determine whether lead is present.

Buyer, acknowledges receipt of the within Notice this 20<sup>th</sup> day of APRIL, 2005, prior to execution of a Purchase and Sale Agreement with Seller.

BUYER:

School District of the  
City of Manchester, New Hampshire

Karen DeGrass  
Witness

By: William E. Sanders  
WILLIAM E. SANDERS  
its duly authorized CFO

City of Manchester  
New Hampshire

*In the year Two Thousand and*

Five

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AN ORDINANCE

“Amending Section 33.026 (Animal Control Officer I & Animal Control Officer II) of the Code of Ordinance of the City of Manchester.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows:

Change class specification, Animal Control Officer I, Class Code 9140  
(see attached)

Change class specification, Animal Control Officer II, Class Code 9150  
(see attached)

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

21

## REVISED DRAFT



# City of Manchester, New Hampshire

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	<b>Animal Control Officer I</b>
<b>Class Code Number</b>	<b>9140</b>

### General Statement of Duties

Enforces ordinances related to animal control and protection; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to maintain the animal control program. The work is performed under the supervision and direction of an assigned field supervisor but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, business and community organizations and the public. The principal duties of this class are performed in an outdoor work environment with potential personal hazards.

### Examples of Essential Work (illustrative only)

- Enforces all local and State animal control ordinances through general control and complaint investigation;
- Investigates complaints, maintains related documentation, issues citations, impounds animals, or takes other appropriate actions as the situation warrants;
- Testifies in court, as needed;
- Provides humane live traps to resolve certain animal control situations;
- Transports animals running at large to their owners or impounds them as necessary;

21

- Maintains a current and accurate file of lost and missing animals;
- Develops and implements policies for efficient, effective and community responsive procedures regarding animal control;
- Develops and presents animal safety classes in Manchester schools;
- Serves as an information source within the community regarding animal and pet issues, responds to questions from the public, releases official information to the media and other communication sources and represents the Manchester Police Department in a courteous and professional manner;
- Provides appropriate care for wounded animals as appropriate and disposes of dead animals according to prescribed guidelines;
- Inventories and requests equipment and supplies according to established procedures;
- Euthanizes and disposes of sick or injured animals, as necessary;
- Handles rabies complaints, including capturing, preparing , and submitting specimens to the state lab;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, State Fish and Game officials, business and community organizations, veterinary services and the public.
- Responds to citizens' questions and comments in a courteous and timely manner;
- Trains, assigns, prioritizes, supervises, motivates and evaluates the work of assigned volunteers;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

<p><b>Required Knowledge, Skills and Abilities</b> <b>(at time of appointment)</b></p>
--

- Substantial knowledge of ordinances, laws and regulations governing animal complaints;
- Substantial knowledge of animal behavior and animal control techniques, principles and practices;
- Substantial knowledge of infectious diseases characteristics and control;
- Some knowledge of wildlife behavior and control techniques;
- Some knowledge of animal species and breed identification;
- Skill in animal capture and restraint;

- Ability to determine disposition of domestic animals and determine best method to capture and handle unrestrained animals;
- Ability to resolve problems and handle complaints from citizens concerning animal control;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to perform strenuous physical activity;
- Ability to work and complete assignments with minimal supervision;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### **Acceptable Experience and Training**

- Graduation from High School or possession of a GED, preferably supplemented by some additional training in animal related field; and
- Some public contact experience; and
- Some experience in law enforcement or related; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

#### **Required Special Qualifications**

- Valid New Hampshire driver's license;
- Ability to pass a background check.

#### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to explain laws and ordinances, dispatch personnel and provide reports of animal control activities;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to identify and locate unrestrained animals and wildlife;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate capture and restraining devices and operate standard office equipment;

21

- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to capture, restrain and transport a variety of domestic animals and wildlife.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

21 Revised



# City of Manchester, New Hampshire

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	<b>Animal Control Officer II</b>
<b>Class Code Number</b>	<b>9150</b>

### General Statement of Duties

Enforces ordinances related to animal control and protection; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to maintain the animal control program. The work is performed under the supervision and direction of an assigned field supervisor but considerable leeway is granted for the exercise of independent judgement and initiative. This class is distinguished from the class of Animal Control Officer I by the performance of supervisory duties. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, business and community organizations and the public. The principal duties of this class are performed in an outdoor work environment with potential personal hazards.

### Examples of Essential Work (illustrative only)

- Enforces all local and State animal control ordinances through general control and complaint investigation;
- Investigates complaints, maintains related documentation, issues citations, impounds animals, or takes other appropriate actions as the situation warrants;
- Testifies in court, as needed;
- Provides supervision to other Animal Control Officers in the completion of their duties;
- Provides humane live traps to resolve certain animal control situations;
- Transports animals running at large to their owners or impounds them as necessary;



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- Maintains a current and accurate file of lost and missing animals;
- Develops and implements policies for efficient, effective and community responsive procedures regarding animal control;
- Develops and presents animal safety classes in Manchester schools;
- Serves as an information source within the community regarding animal and pet issues, responds to questions from the public, releases official information to the media and other communication sources and represents the Manchester Police Department in a courteous and professional manner;
- Provides appropriate care for wounded animals as appropriate and disposes of dead animals according to prescribed guidelines;
- Inventories and requests equipment and supplies according to established procedures;
- Euthanizes and disposes of sick or injured animals, as necessary;
- Handles rabies complaints, including capturing, preparing, and submitting specimens to the state lab;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, State Fish and Game officials, business and community organizations, veterinary services and the public.
- Responds to citizens' questions and comments in a courteous and timely manner;
- Trains, assigns, prioritizes, supervises, motivates and evaluates the work of assigned volunteers;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

<p><b>Required Knowledge, Skills and Abilities</b> <b>(at time of appointment)</b></p>
--

- Substantial knowledge of ordinances, laws and regulations governing animal complaints;
- Substantial knowledge of animal behavior and animal control techniques, principles and practices;
- Substantial knowledge of infectious diseases characteristics and control;
- Some knowledge of wildlife behavior and control techniques;
- Some knowledge of animal species and breed identification;
- Skill in animal capture and restraint;

- Ability to determine disposition of domestic animals and determine best method to capture and handle unrestrained animals;
- Ability to resolve problems and handle complaints from citizens concerning animal control;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to perform strenuous physical activity;
- Ability to work and complete assignments with minimal supervision;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### **Acceptable Experience and Training**

- Graduation from High School or possession of a GED, preferably supplemented by some additional training in an animal related field; and
- Some public contact experience; and
- Some experience in law enforcement or related; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

#### **Required Special Qualifications**

- Valid New Hampshire driver's license;
- Ability to pass a background check.

#### **Essential Physical Abilities**

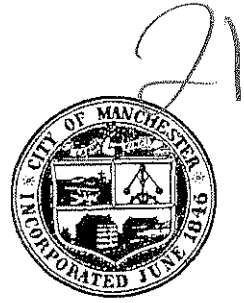
- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to explain laws and ordinances, dispatch personnel and provide reports of animal control activities;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to identify and locate unrestrained animals and wildlife;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate capture and restraining devices and operate standard office equipment;

21

- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to capture, restrain and transport a variety of domestic animals and wildlife.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

5/3/05 - Approved



# CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza

Manchester, New Hampshire 03101-4000

Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065



April 28, 2005

Alderman Bill Shea, Chairman  
Human Resource and Insurance Committee  
City of Manchester  
One City Hall Plaza  
Manchester, New Hampshire 03101

Re: Update Animal Control Officer Class Specifications

Dear Alderman Shea and Members of the Committee:

On behalf of Chief Jaskolka, I am requesting your approval of changes in the class specification for Animal Control Officer I and II. There is no request to change the salary grade.

It is good practice for Departments to review their class specifications from time to time to ensure that the documents are up to date and reflects the actual duties that are assigned to positions. For the Animal Control Officers we are adding that the incumbent is required to testify in court, develops and presents animal safety classes in the schools, inventories and requests equipment and supplies, euthanizes and disposes of sick and injured animals, handles rabies complaints, including capturing, preparing and submitting specimens to labs.

The minimum qualifications have also been changed to provide for more realistic work experience that will allow more individuals to qualify for these positions. And finally, under examples of work, we are recommending removing operates and maintains the shelter in a safe and orderly fashion because the shelter is no longer managed by these positions.

Your favorable approval to approve the updated class specifications would be greatly appreciated.

Respectfully submitted,

Virginia A. Lamberton  
Human Resources Director

Cc: Chief Jaskolka

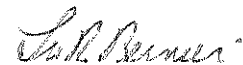
**To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Human Resources/Insurance respectfully advises, after due and careful consideration, that it has approved Ordinance:

“Amending Section 33.026 (Planner I) of the Code of Ordinances of the City of Manchester.”

providing for changes in class specifications, which do not change the title of a position and do not provide for any changes in salary grades of such positions and is forwarding same to the Board for adoption.

Respectfully submitted,



Clerk of Committee

21

City of Manchester  
New Hampshire

*In the year Two Thousand and* Five

AN ORDINANCE

“Amending Section 33.026 (Planner I) of the Code of Ordinance of the City of Manchester.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester,  
as follows:

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows:

Change class specification, Planner I, Class Code 1330  
(see attached)

This Ordinance shall take effect upon its passage and all Ordinances or parts of  
Ordinances inconsistent therewith are hereby repealed.

DRAFT

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# City of Manchester, New Hampshire

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	<b>Planner I</b>
<b>Class Code Number</b>	<b>1330-18</b>

### General Statement of Duties

Performs professional planning duties in support of planning initiatives within the City of Manchester; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to apply professional standards to planning, administration, coordination, research and implementation of parks, neighborhood, business development, urban re-vitalization and related within the City of Manchester. The work is performed under the direction of an assigned supervisor but some leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of employees in the class of administrative support staff. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, State and federal officials, representatives of neighborhood organizations, business and community organizations and the public. The principal duties of this class are performed in a general office environment and at on site locations throughout the community in all types of weather conditions.

### Examples of Essential Work (illustrative only)

- Performs professional planning duties of component parts of plans, policies and programs in support of the City's goals in alignment with private and public development in the City of Manchester;
- Gathers and analyzes data on land use, transportation, recreation, open space needs, development and related based on present and future conditions;

- Coordinates and participates in the scheduling, completing and evaluating various construction and improvement activities and projects;
- Assists in the bid process for capital improvement projects;
- Assists in monitoring project accounts and funds;
- Assists in recommending improvements in facilities;
- Uses computerized modeling techniques, including forecasting, capacity analysis and related to determine impact of various plans on existing City conditions;
- Prepares recommendations for the review and consideration of City Boards and Commissions;
- Explains policies, procedures and regulations to the public, developers, business organizations, contractors , architects and related;
- Performs on-site inspections to determine conformance with improved plans;
- Checks zoning regulations applicable to a particular property and provides all related information to stakeholders;
- Catalogues and maintains official subdivision and site plan documents and other improvement plans for the department and public access;
- Establishes procedures for collecting, summarizing and storing programmatic data to improve program effectiveness using computers, source documents and related;
- Prepares reports for public review, internal use or review by outside organizations, including graphics, to describe projects and program goals or activities;
- Prepares and makes presentations before citizen groups, City commissions, hearing officers and/or the Board of Mayor and Alderman as requested;
- Determines the appropriateness and validity of data for use in various projects and makes recommendations for additional data collection as needed;
- Prepares reports to funding agencies on the status of grant-funded projects;
- Analyzes rules, laws and regulations of other agencies to determine their impact on the City of Manchester;
- Coordinates the work of outside planning consultants;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

<b>Required Knowledge, Skills and Abilities</b> <b>(at time of appointment)</b>
--

- Substantial knowledge of land use theory, urban design, economics, recreation planning, municipal finance operations, land use law, demographics, environmental design, resource development and ecology;



21

- Substantial knowledge of the methods used for citizen involvement in planning projects;
- Substantial knowledge of data gathering and research techniques;
- Substantial knowledge of the theory and methods for formulating land use policies and related;
- **Substantial knowledge of ArcGIS 8 or greater;** (Parks Department only)
- **Substantial knowledge in AutoCadd 2000 or greater;** (Parks Department only)
- Substantial knowledge of the current principles and practices involved in urban planning research;
- **Some knowledge in preparation of grant applications for Federal, State, and private funding;**
- Some knowledge of practices and techniques of construction and design;
- Some knowledge in developing and maintaining public facilities;
- Some knowledge of requirements for public bidding and procurement process;
- Some knowledge of cartography;
- Some knowledge of, or the ability to quickly learn, the architectural, economic and cultural history of the City of Manchester;
- Ability to read and interpret architectural and engineering designs and specifications, including planimetric, topographic, geologic, hydrological, statistical maps, charts and graphs;
- Ability to performs basic designs;
- Ability to make public presentations on complex planning designs and municipal operations and represent the City in a professional capacity;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations on all facets of planning operations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to operate or quickly learn AutoCAD and Engineering software;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### Acceptable Experience and Training

- Graduation from an accredited college or university with a Master's Degree in Urban Planning, Architecture, Landscape Architecture, Public Administration or related; and
- Some experience related activities; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

21

<b>Required Special Qualifications</b>
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- None.

<b>Essential Physical Abilities</b>
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- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to perform on-site inspections and review plans, designs and drawings;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to all areas of the City.

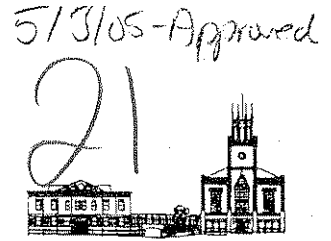
Approved by: BMA Date: March 7, 2000



# CITY OF MANCHESTER

## Human Resources Department

One City Hall Plaza  
Manchester, New Hampshire 03101-4000  
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065



March 28, 2005

Alderman Bill Shea, Chairperson  
Human Resource and Insurance Committee  
City of Manchester  
One City Hall Plaza  
Manchester, New Hampshire 03101

Re: Update Class Specification – Planner I

Dear Alderman Shea and Members of the Committee:

Deputy Parks Director, Chuck Deprima, has requested that we make some minor changes in the Planner I class specification. Since this class specification is also utilized at the Planning Department, we asked the Director of Planning if he objected to the additional language. There was no objection as long as we made it clear that the new duties were for the Parks Department only.

Therefore, I am requesting that the attached Planner I class specification be approved.

If you have any questions, I would be happy to answer them for you.

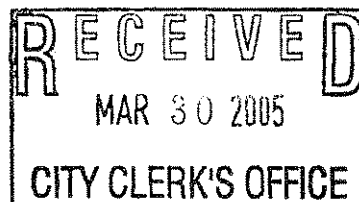
Your favorable approval of this request would be greatly appreciated.

Respectfully submitted,

Virginia A. Lamberton  
Human Resources Director

Attachment

Cc: Chuck Deprima  
Ron Ludwig, Director



22

City of Manchester  
New Hampshire

*In the year Two Thousand and Five*

A RESOLUTION

“Amending ‘A Resolution providing for supplemental appropriations to the Manchester Airport Authority from Special Airport Revenues Funds for Fiscal Year 2005 in the amount of \$4,500,000’ to \$10,000,000.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

That on June 1, 2004, the Board of Mayor and Aldermen adopted the Fiscal Year 2005 budget for the Manchester Airport Authority through a resolution:

“Amending ‘A Resolution appropriating to the Manchester Airport Authority the sum of \$44,898,329 from Special Airport Revenue Funds for Fiscal Year 2005’ to \$51,398,329.”

That after consultation with the Finance Officer the Mayor has certified that \$10,000,000 of revenues in excess of those estimated in the budget are available for appropriation;

That the Airport Authority wishes to pay off debt and for such purpose that the sum of Ten Million Dollars (\$10,000,000) is hereby appropriated in addition to that which was appropriated by Resolution on June 1, 2004 for Fiscal Year 2005 as follows:

RESTRICTED FUNDS: Subject to the approval of the Finance Officer.

Debt – Principal and Interest.....	\$10,000,000
TOTAL.....	\$10,000,000

RESOLVED that this Resolution shall take effect upon its passage.

# City of Manchester New Hampshire

*In the year Two Thousand and Five*

## A RESOLUTION

"Amending 'A Resolution appropriating to the Manchester Airport Authority the sum of \$57,057,100 from Special Airport Revenue Funds for Fiscal Year 2006' to \$47,057,100."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

That the sum of Forty Seven Million, Fifty Seven Thousand, One Hundred Dollars (\$47,057,100) from Special Airport Revenue funds shall be hereby appropriated to the Manchester Airport Authority for Fiscal Year 2006 as follows:

Salaries and Wages.....	4,636,120
Line Item Expenses.....	17,261,100
Capital Outlay.....	4,064,000

RESTRICTED FUNDS: Subject to the approval of the Finance Officer.

Employee Benefits & Insurance.....	2,165,880
Debt - Principal and Interest.....	18,500,000
Debt - Bond Financing.....	230,000
Audit.....	50,000

RESTRICTED FUNDS: Subject to the approval of the Board of Mayor and Aldermen.

Contingency.....	150,000
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TOTAL.....	47,057,100
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RESOLVED that this Resolution shall take effect upon its passage.

24

# City of Manchester New Hampshire

*In the year Two Thousand and Five*

## A RESOLUTION

"A Resolution appropriating the sum of \$15,184,335 from Sewer User Rental Charges to the Environmental Protection Division for Fiscal Year 2006."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

That the sum of Fifteen Million, One Hundred Eighty Four Thousand, Three Hundred Thirty Five Dollars (\$15,184,335) from Sewer User Rental Charges to the Environmental Protection Division for Fiscal Year 2006 be hereby appropriated for operation Expenses as follows:

Salaries and Wages.....	2,273,846
Line Item Expenses.....	4,399,084
Capital Outlays.....	64,250

RESTRICTED FUNDS: Subject to the approval of the Finance Officer.

Employee Benefits.....	867,701
Insurance.....	115,285
Debt - Principal and Interest.....	7,374,669
Audit.....	14,500

RESTRICTED FUNDS: Subject to the approval of the Board of Mayor and Aldermen.

Contingency.....	75,000
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TOTAL.....	15,184,335
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RESOLVED that this Resolution shall take effect upon its passage.

# City of Manchester New Hampshire

25

*In the year Two Thousand and Five*

## A RESOLUTION

"A Resolution appropriating to the Manchester Transit Authority the sum of \$1,074,691 for the Fiscal Year 2006."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

That the sum of One Million, Seventy Four Thousand, Six Hundred Ninety One Dollars (\$1,074,691) is hereby appropriated to the Manchester Transit Authority to be taken from such unappropriated money as may now be in the City Treasury or may hereafter come into it and the balance by tax upon the estates liable to be taxed in said City and by tax on polls, or from other source shall be appropriated as follows:

RESTRICTED FUNDS: Subject to the approval of the Manchester Transit Authority.

\$1,074,691

RESOLVED that this Resolution shall take effect upon its passage.

26

# City of Manchester New Hampshire

*In the year Two Thousand and Five*

## A RESOLUTION

"A Resolution appropriating to the Manchester School District the sum of \$142,203,719 for the Fiscal Year 2006."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

That the sum of One Hundred Forty Two Million, Two Hundred Three Thousand, Seven Hundred Nineteen Dollars (\$142,203,719) is hereby appropriated to the Manchester School District to be taken from such unappropriated money as may now be in the City Treasury or may hereafter come into it and the balance by tax upon the estates liable to be taxed in said City and by tax on polls, or from other source shall be appropriated as follow:

RESTRICTED FUNDS: Subject to the approval of the City of Manchester Board of School Committee.

\$142,203,719

RESOLVED that this Resolution shall take effect upon its passage.



# City of Manchester New Hampshire

27

*In the year Two Thousand and Five*

## A RESOLUTION

"A Resolution appropriating to the Manchester School Food and Nutrition Services Program the sum of \$5,512,450 from School Food and Nutrition Services Revenues for Fiscal Year 2006."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

That the sum of Five Million, Five Hundred Twelve Thousand, Four Hundred Fifty Dollars (\$5,512,450) from School Food and Nutrition Services revenues shall hereby be appropriated to the Manchester School Food and Nutrition Services program for Fiscal Year 2006 as follows:

RESTRICTED FUNDS: Subject to the approval of the Manchester Board of School Committee.

\$5,512,450

RESOLVED that this Resolution shall take effect upon its passage.

28

# City of Manchester New Hampshire

*In the year Two Thousand and Five*

## A RESOLUTION

"A Resolution appropriating the sum of \$3,245,749 from Recreation User Charges to the Recreation Division for Fiscal Year 2006."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

That the sum of Three Million, Two Hundred Forty Five Thousand, Seven Hundred Forty-Nine Dollars (\$3,245,749) from Recreation User Charges to the Recreation Division for Fiscal Year 2006 be hereby appropriated for operation Expenses as follows:

Salaries and Wages.....	1,470,366
Line Item Expenses.....	791,650
Capital Outlays.....	33,500

RESTRICTED FUNDS: Subject to the approval of the Finance Officer.

Employee Benefits.....	434,030
Insurance.....	95,058
Debt – Principal and Interest.....	363,645
Audit.....	7,500

RESTRICTED FUNDS: Subject to the approval of the Board of Mayor and Aldermen.

Contingency.....	50,000
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Total.....	3,245,749
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RESOLVED that this Resolution shall take effect upon its passage.

# City of Manchester New Hampshire

29

*In the year Two Thousand and Five*

## A RESOLUTION

"Establishing a Non-Capital Reserve Account pursuant to RSA 34:1-a."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

Section 1. Pursuant to RSA 34:1-a there is hereby established within the general fund a non-capital reserve account into which funds annually appropriated by the Board of Mayor and Aldermen shall be deposited. The Finance Officer shall segregate principal in the account from earnings realized from the investment of the balance in the account.

Section 2. Funds in the non-capital reserve account shall be placed in the custody of the Trustees of Trust Funds. Such funds may be deposited or invested in such a manner as is lawful for the deposit or investment of funds belonging to the City.

Section 3. The Board of Mayor and Aldermen may subdivide the balance in the non-capital reserve account to designate a portion or portions for a specific purpose or purposes subject to division (4) of this section.

Section 4. The Board of Mayor and Aldermen may appropriate the balance or a portion of the balance during the development of the annual budget subject to the following conditions:

- (A) The Board of Mayor and Aldermen may appropriate not more than ten percent (10%) principal, or any investment earnings thereon, for non-capital purchases for motorized equipment, technology or other assets with a five year life or less.
- (B) The Board of Mayor and Aldermen may appropriate an amount not to exceed seventy-five percent of the investment earnings from the prior fiscal year.

Section 5. No available balance in the non-capital reserve account shall be utilized for any purpose other than those authorized herein, without the specific approval of two-thirds of the Aldermen-elect.

Section 6. Resolved, that this resolution shall take effect upon its passage.

30

# City of Manchester New Hampshire

*In the year Two Thousand and Five*

## A RESOLUTION

"Raising Monies and Making Appropriations for the Fiscal Year 2006."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

That the sum of One Hundred Seventeen Million, Two Hundred Ninety Six Thousand, Five Hundred Nineteen Dollars (\$117,296,519) plus the County Tax be taken from such unappropriated money as may now be in the City Treasury or may hereafter come into it, and the balance by tax upon the estates liable to be taxed in said City and by tax on polls, or from other source, shall be appropriated as follows:

### General Government

010	Aldermen.....	175,016
020	Assessors.....	729,769
030	Building Department.....	1,513,815
040	City Clerk.....	1,272,309
050	Manchester Economic Development Office.....	261,449
070	City Solicitor.....	1,238,816
100	Finance.....	1,278,340
130	Information Systems.....	2,200,660
160	Mayor.....	292,190
180	Office of Youth Services.....	553,705
190	Human Resources.....	962,012
200	Planning Department.....	943,180
210	Building Maintenance.....	7,155,301
220	Tax Collector.....	743,038
300	Fire Department.....	21,515,501
330	Police Department.....	21,177,533
410	Health Department.....	3,390,123

# City of Manchester New Hampshire

*In the year Two Thousand and Five*

## A RESOLUTION

"Raising Monies and Making Appropriations for the Fiscal Year 2006."

Page 2

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

500	Highway Department.....	19,718,624
520	Traffic Department.....	3,077,520
600	Welfare Department.....	1,271,386
650	Parks, Recreation & Cemetery.....	3,274,847
710	Library Department.....	2,701,475
802	Elderly Services.....	295,138
	MCTV.....	458,665

### 170 Non-Departmental

Contingency.....	400,000
Civic Contributions.....	165,000
Non-City Programs.....	68,817
Conservation Commission.....	10,000
Safety Review Board.....	40,000
CIP Administration.....	1,844,565
Motorized Equipment Replacement.....	3,000,000
Employees Medical Services.....	100,000
Maturing Debt.....	9,986,025
Interest on Maturing Debt.....	5,481,700

Total	117,296,519
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RESOLVED that this Resolution shall take effect upon its passage.

31

# City of Manchester New Hampshire

*In the year Two Thousand and Five*

## A RESOLUTION

"Approving the Community Improvement Program for 2006, Raising and Appropriating Monies Therefore, and Authorizing Implementation of Said Program."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

- WHEREAS, the City of Manchester is presented with a number of Community needs and opportunities in the 2006 to 2011 period; and
- WHEREAS, certain resources have been identified which can be used in addressing these community needs and opportunities; and
- WHEREAS, municipal departments, boards and commissions, have been provided broad opportunity to participate in the identification of community needs and opportunities and of strategies to meet these needs and opportunities; and
- WHEREAS, the Board of Mayor and Aldermen has reviewed the 2006 Community Improvement Program; and
- WHEREAS, the Board of Mayor and Aldermen will review the Multiyear Program for the period of 2007 to 2011 at a subsequent Board of Mayor and Aldermen meeting; and
- WHEREAS, the Board of Mayor and Aldermen wishes to have carried out those programs, projects and activities identified as Tables 1 to 5 of the Community Improvement Program;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN:

- THAT, the Community Improvement Program be adopted and endorsed as an essential aspect of the planning and management of the City's capital and service needs and of sound fiscal planning and control;
- THAT, the goals and objectives in the Community Improvement Program reflect priority community needs and opportunities for 2006 and, generally for the 2007 to 2011 period and are hereby adopted;
- THAT, the programs and projects to be proposed for the 2007 to 2011 period be generally endorsed as addressing priority goals and objectives within the City's reasonable ability to pay;

# City of Manchester New Hampshire

31

*In the year Two Thousand and Five*

## A RESOLUTION

"Approving the Community Improvement Program for 2006, Raising and Appropriating Monies Therefore, and Authorizing Implementation of Said Program."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

THAT, the proposed programs and projects identified and recommended for action in 2006 be endorsed and approved subject to appropriation limits, and that those recommended for years 2007 to 2011 be endorsed subject to annual review, revision, and reconsideration of municipal goals, objectives, priorities and financial constraints;

THAT, subject to administrative procedures and other pertinent requirements as are and may, from time to time, be set forth by the Board of Mayor and Aldermen, in the Code of Federal Regulations, conditions of grant awards, and contracts, there is hereby authorized and appropriated as follows:

the amount of \$68,076,298 in federal, state, and private grant funds in the manner set forth in Table 1, which is attached hereto and made a part hereof by reference: provided, however, that in the event such grant funds are awarded in an amount less than the appropriation amounts set forth in Table 1, or in the event any required local matching funds are appropriated in an amount less than set forth in Table 1, the amount of funds appropriated herein shall be correspondingly reduced;

the amount of \$3,286,577 in Federal Community Development Block Grant program funds and program income, Emergency Shelter Grant funds and HOME funds in the manner set forth in Table 2 which is attached hereto and made a part hereof by reference; provided, however, that in the event the funds are awarded in an amount less than the appropriation amounts set forth in Table 2, the amount of funds appropriated herein shall be correspondingly reduced; and

THAT, subject to appropriation, and pursuant to the budget and subject to administrative procedures and other pertinent requirements of the Community Improvement Program as may, from time to time, be set forth, there is hereby authorized as follows:

the amount of \$1,844,565 in FY 2006 municipal funds, for expenditures in the manner set forth in Table 3, which amount shall be identified in a non-departmental account entitled "2006 Community Improvement Program";

31

# City of Manchester New Hampshire

*In the year Two Thousand and Five*

## A RESOLUTION

"Approving the Community Improvement Program for 2006, Raising and Appropriating Monies Therefore, and Authorizing Implementation of Said Program."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

the amount of \$0 in proceeds from the issuance of short term notes and general obligation bonds for projects as set forth in Table 4; and

the amount of \$321,693,000 for projects financed through enterprises and fees as set forth in Table 5;

THAT, all such appropriations made herein or hereafter for 2006 Community Improvement Program activities be subject to submission, review and approval of budget information by the Finance Committee of the Board of Mayor and Aldermen prior to expenditure;

THAT, the Office of the Mayor and/or the Planning & Community Development Department be authorized to cause the expenditure of such monies appropriated and available to carry out the 2006 Community Improvement Program, which authorization shall include execution of pertinent third-party purchase-of-service contracts, and letters of donations;

THAT consistent with this Resolution, the Office of the Mayor and/or the Planning & Community Development Department be authorized to prepare, submit, negotiate and enter into an agreement and contracts with Federal government departments and agencies and the State of New Hampshire for the period July 1, 2005 to June 30, 2006, that the Office of the Mayor and/or the Planning & Community Development Department be further authorized to contract for federal and state grants for programs and projects and to obligate and commit the local matching share of grants in accordance with the 2006 Community Improvement Program, and that the Office of the Mayor and/or the Planning & Community Development Department be authorized to seek such additional federal, state or private funds as may, from time to time, be made available for programs, projects and activities identified in the 2006 to 2011 period;



# City of Manchester New Hampshire

31

*In the year Two Thousand and Five*

## A RESOLUTION

"Approving the Community Improvement Program for 2006, Raising and Appropriating Monies Therefore, and Authorizing Implementation of Said Program."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

- THAT, the Planning Department be authorized to prepare, submit, negotiate, and contract for funds to be made available to the City under the Housing and Community Development Act of 1974 (as amended) for financing of referenced programs and projects, which authorization shall include authority to provide required policy and administrative assurances including civil-rights, equal opportunity, citizen participation, relocation and property acquisition policy, environmental assurances, labor standards, and others as may be specified in Federal Rules and Regulations Chapter V, Part 570 Community Development Block Grants, Sub Part D, and other pertinent assurances as may, from time to time, be required;
- THAT, the Office of the Mayor and/or the Planning & Community Development Department be authorized to advise other public and private agencies at the federal, state, regional and local level of the approval of the 2006 to 2011 Community Improvement Program and to seek the support of such agencies in carrying out program, projects and activities listed in Section 1 of the 2006 to 2011 Community Improvement Program;
- THAT, the Office of the Mayor and/or the Planning & Community Development Department be authorized and is hereby directed to inform all boards and commissions, agencies and departments of the approval of the 2006 Community Improvement Program;
- THAT, the US Department of Housing and Urban Development's Consolidated Plan, subject to annual revision, be approved, and that the Planning & Community Development Department be authorized to submit the Plan as part of the Community Development Block Grant submission.

Resolved, that this Resolution shall take effect upon its passage.

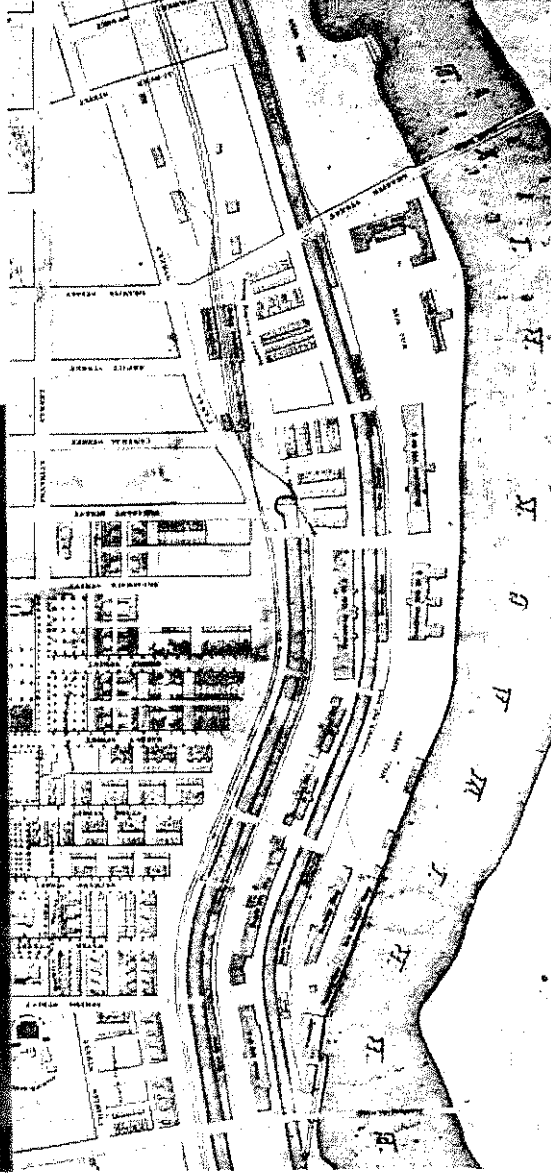
31  
City of Manchester, NH

# Community Improvement Program

Fiscal Year 2006

Mayor Robert A. Baines

Adopted \_\_\_\_\_ 2005



# Table 1 - Federal, State, Other Funds

Project #:	Department Project Name:	Description	FY 2005		FY 2006		Notes:
			Allocated	FY06 Request	Recommend		
Health and Human Services							
210006	Health Department Children's Health & Nutrition Program	Funding for programming in the school system to abate the epidemic of childhood obesity.		\$20,000	\$20,000		Federal - Also Funded in Table 2
210106	Health Department HIV Counseling & Testing Services	Counseling and testing of individuals who may be at risk of HIV.	\$60,000	\$30,000	\$30,000		State
210206	Health Department HIV Prevention	Project to support community education, outreach, HIV planning, mobile public health van and translation services.		\$50,000	\$50,000		State
210306	Health Department Homeless Health Care	Funds to support health care services for homeless persons in Manchester.	\$340,000	\$320,000	\$320,000		Federal
210406	Health Department Immunization Services	Program to promote childhood immunizations and improve immunization rates.	\$195,000	\$75,000	\$75,000		State
210506	Health Department Lead Poisoning Prevention	Screening, case management, education and enforcement of lead abatement measures.	\$73,800	\$40,000	\$40,000		State
210606	Health Department Public Health Preparedness	Funding to upgrade the Health Department's preparedness for and ultimate response to bioterrorists, outbreaks of infectious disease and other public health issues.	\$750,000	\$800,000	\$800,000		State

31

Project #:	Department Project Name:	Description	FY 2005 Allocated	FY06 Request	FY 2006 Recommend	Notes:
210706	Health Department Refugee Health Language Translation	Program to address public health issues associated with the City's growing refugee population and to provide funding for various translation services.		\$15,000	\$15,000	State
210806	Health Department School Based Dental Services	Program funding to support school based dental services currently provided by the Manchester Health Department as well as allow for the expansion of care for Manchester children.	\$15,000	\$15,000	\$15,000	State
210906	Health Department STD Clinical & Disease Investigation Service	Walk-in clinic for persons at risk of STD; referral site for individuals identified as having been in contact with an identified case of STD.	\$156,232	\$80,000	\$80,000	State
211006	Health Department Tuberculosis Control	Funds offset costs of local TB control, including screening, case management, case investigation, directly observed therapy, and targeted testing for high risk groups.	\$50,294	\$45,000	\$45,000	State
211106	Office of Youth Services OJDP WYR Project	Continuation of a new program focusing on a multifaceted approach to reducing juvenile delinquency in the City. Program will be a joint effort among various City Departments, i.e. OYS, Schools, Police and the State YDC.	\$112,010	\$75,473	\$75,473	Federal - Also Funded in Table 3
<b>Education</b>						
310006	Manchester School District School Projects	Anticipated Federal & State grants for operation of special projects.	\$10,600,000	\$11,000,000	\$11,000,000	Private, State or Federal Funding
<b>Public Safety</b>						
410006	Fire Department Mobile Data Terminal/AVL's	Funding for the installation of Mobile Data Terminals (MDT) in fire apparatus. MDT would electronically track the location of specific vehicles and allow apparatus at the scene of an incident to access computer information.		\$750,000	\$750,000	Homeland Security

Project #:	Department Project Name:	Description	FY 2005 Allocated	FY06 Request	FY 2006 Recommend	Notes:
410106	Police Department Gang Interdiction	Funding to reimburse the Manchester Police Department for overtime salary for assistance in the Statewide efforts to deal with gangs and gang related crimes.		\$75,000	\$75,000	State
410206	Police Department Grants To Encourage Arrest Program	Funding to pay for two additional officers for the Domestic Assault Reaction Team, a Victim Advocate, domestic violence training, overtime for court appearances, and funding for Domestic Violence Unit (DVU) partners.		\$400,000	\$400,000	Federal
410306	Police Department Local Law Enforcement Block Grant	Annual formula grant allows Police Department to purchase equipment for basic law enforcement purposes.	\$175,000	\$175,000	\$175,000	Federal
410406	Police Department MHRA Community Policing	Per contract with MHRA two officers will patrol the two public housing complexes as well as MHRA owned properties on Lincoln, Clay, Merrimack & Lowell Streets.	\$90,000	\$90,000	\$90,000	Other
410506	Police Department New Hampshire Drug Task Force	Operational Costs for an assigned officer who assists in a multi-jurisdictional Drug Task Force, with the goal of efficiently reducing the flow of drugs into NH communities.	\$60,000	\$60,000	\$60,000	State
410606	Police Department NH CLIQUE Program	Funding to hire an officer on an off-duty basis to enforce the State's child passenger safety laws. Officer will also encourage use of seat belts by all motor vehicle operator and passengers.	\$6,000	\$6,000	\$6,000	State
410706	Police Department NH DWI Patrol Program	Operation of DWI sobriety checkpoints in cooperation with the NH State Police to identify and apprehend impaired drivers, increase public awareness and reduce serious motor vehicle accidents.	\$6,000	\$6,000	\$6,000	State
410806	Police Department NH Speed Enforcement Program	Police Department will conduct overtime patrols dedicated to the detection of speeders and a reduction in such incidences.	\$6,000	\$6,000	\$6,000	State

31

Project #:	Department Project Name:	Description	FY 2005 Allocated	FY06 Request	FY 2006 Recommend	Notes:
410906	Police Department Streetsweeper	Program funding for officer overtime and "drug buy" money to support this initiative.	\$200,000	\$200,000	\$200,000	Federal
411006	Police Department VAWA	Funds are used to pay salaries/benefits of Domestic Violence Officer and two Victim Advocates to actively pursue Domestic Violence cases where the victim refuses to press charges or recants.	\$100,000	\$100,000	\$100,000	State
411106	Police Department Weed 'N' Seed	Operational support for crime prevention activities involving inner-city youth. Program to operate out of the PAL Center.	\$225,000	\$300,000	\$300,000	Federal
411206	Police Department Youth Attendant Program	Provides a non-secure detention facility, with complete sight and sound separation from adult detainees, for youths classified as Delinquent Offenders during the pre-arraignment phase of their processing.	\$50,000	\$75,000	\$75,000	State
<b>Recreation and Leisure</b>						
510006	For Manchester Mill City Festival	Funds to provide security and bandstand for the festival. 10,000 individuals are expected to attend.		\$7,000	\$7,000	Arts Trust Fund
510106	Parks Recreation & Cemetery Blodgett Park Rehabilitation	Rehabilitation of the playground and nature trails in Blodgett Park.		\$25,000	\$25,000	State
510206	Parks, Recreation & Cemetery Milliard Improvements	Funding for upkeep and improvements to Milliard to ensure it remains aesthetically pleasing.	\$25,000	\$30,000	\$25,000	CBDRF
<b>Housing and Community Development</b>						
610006	Families In Transition Spruce Street Transitional Housing	Operational support for the Spruce Street transitional housing facility. Five single fathers with children will be served.	\$20,000	\$20,000	\$20,000	Affordable Housing Trust Fund

Project #:	Department		Description	FY 2005		FY 2006		Notes:
	Project Name:			Allocated	FY06 Request	Recommend		
610106	Helping Hands Outreach Center Permanent Supportive Housing		Funding to support the development of 20 units of affordable housing. A minimum of six units will be reserved and include services to accommodate men transitioning from the Helping Hands Outreach Center to permanent housing.		\$400,000	\$300,000		Affordable Housing Trust Funds - Loan
610206	MHRA Brown School Renovation		Funding for the conversion of the Brown School into 26 to 30 units of affordable elderly housing.		\$200,000	\$200,000		Affordable Housing Trust Fund - Also Funded in Table 2 - Loan
610306	New Hampshire Institute of Art Hampshire House Renovations		Financing to renovate the Hampshire House located on 11 Walnut Street. The rooming house owned by the NH Institute of Art will provide individual rooms for 27 low-income art students.		\$300,000	\$250,000		Affordable Housing Trust Fund - Loan
610406	Parks Recreation & Cemetery Project Greenstreets (Donations)		A unique urban forestry program that strives to improve the environmental quality of Manchester through the planting and maintenance of trees along City Streets, within parks and at school yards.	\$10,000	\$17,050	\$17,050		Also Funded in Table 2 & 3
610506	Parks Recreation & Cemetery Valley Cemetery (Auburn Street Fence)		Funding to rehabilitate Valley Street Cemetery fencing adjacent to Auburn Street.	\$16,000	\$35,000	\$35,000		Private, State or Federal Funding Also Funded In Table 3
610606	Planning & Community Development Housing Rehabilitation/Lead Paint Hazard Remediation		Loan/Grant program to assist property owners with code deficiencies and rehabilitation of their housing and the elimination of lead based paint hazards.		\$200,000	\$200,000		Affordable Housing Trust Fund
610706	Planning & Community Development Planning Studies Implementation		Funding for implementation of findings and recommendations of various planning studies and analyses conducted in FY05.		\$500,000	\$500,000		One Time Reserve Account

### Transportation and the Environment

710006	Highway Department Millyard Rail Crossing Upgrade		Funding for the installation of new controls and signals to Millyard crossings including N. Commercial St., Kidder St., Spring St., Pleasant St., Granite St. and Depot Street.		\$2,100,000	\$2,100,000		State DOT Funding. 20% Local Share required as expedited 07 project.
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Project #:	Department Project Name:	Description	FY 2005 Allocated	FY06 Request	Recommend	Notes:
710106	Highway Department Residential 50/50 Sidewalk/Curb Program	50/50 matching funding to replace sidewalks and curbing of residential properties. Construction is performed by a private contractor.	\$80,000	\$100,000	\$100,000	Also Funded in Table 3 - Citizen Donation
710206	Manchester Airport Airside Improvements	Construction to Airport's airfield, including runways, taxiways, aircraft parking aprons, navigational aids, airfield lighting, and runway safety areas.		\$34,650,000	\$34,650,000	FAA/State - Multi-year project - See Local Share Table 5
710306	Manchester Airport Residential Sound Insulation Program	Continuation of the Airport's ongoing Residential Sound Insulation Program (RSIP).		\$13,300,000	\$13,300,000	FAA/State - Multi-year project - See Local Share Table 5
710406	Transit Authority ADA/Software	Federal (FTA) funding on an 80/20 basis to be used to purchase ADA paratransit scheduling software to accommodate the needs of disabled passengers.		\$80,000	\$80,000	FTA - Also Funded In Table 2
710506	Transit Authority Exterior/Interior Paint	Federal (FTA) portion of 80/20 grant to be used to paint the Manchester Transit Authority Transportation Center.		\$24,000	\$24,000	Funding Depending Upon Identification of Local Share
710606	Transit Authority Passenger ADA Lift Vans	Federal (FTA) portion of 80/20 program will be used to purchase two 20-24 passenger ADA accessible lift vans.	\$120,000	\$141,750	\$141,750	Local share to be considered through the Motorized and Electronic Equipment Replacement Fund.
710706	Transit Authority Replacement Transit Buses	Federal (FTA) portion of 80/20 program to purchase three 30 to 35 foot heavy duty low floor wheelchair accessible transit buses.	\$190,000	\$893,025	\$893,025	Local share to be considered through the Motorized and Electronic Equipment Replacement Fund.
<b>Community Management</b>						
810006	Board of Assessors Citywide Revaluation	Ongoing review of all real property in the City to bring citywide assessments to full market value and for compliance with the NH Department of Revenue Administration assigned certification year.	\$250,000	\$530,000	\$250,000	Reimbursement From State DOT



31

Project #:	Department Project Name:	Description	FY 2005		FY 2006		Notes:
			Allocated	FY06 Request	Recommend		
810106	<b>Intown Manchester</b> Holiday/Winter Streetscape	Installation of Holiday lighting in the downtown and gateways into the City.	\$10,000	\$10,000	\$10,000		CBDRF
810206	<b>Manchester Art Commission</b> First Public Art Sculpture	Funding for the installation of a major sculpture to be located either along the Riverwalk, in front of the Verizon or in one of Manchester's parks.		\$40,000	\$40,000		Arts Trust Fund
810306	<b>Manchester Economic Development</b> Economic Development Planning	Federal funding to conduct various economic development studies.		\$60,000	\$60,000		Also Funded in Table 2
810406	<b>Planning &amp; Community Development</b> VISTA Coordinator	Federal funding for the coordination and oversight of City's VISTA Program.	\$35,000	\$40,000	\$40,000		VISTA Funds/Federal
3/29/2005			<b>\$14,026,336</b>	<b>\$68,511,298</b>	<b>\$68,076,298</b>		

**Table 2 - Community Development Block Grant, Emergency Shelter Grant, and Home Funds**

Department		FY 2005		FY 2006		Notes:	
Project #:	Project Name:	Allocated	Requested	CDBG	ESG		HOME
Health and Human Services							
211206	CASA Support Abused & Neglected Children	\$13,000	\$15,000	\$13,000			
	Training of volunteers to serve as guardians ad litem (child advocates) for Manchester's abused and neglected children. Advocacy for 100 children.						
211306	Catholic Medical Center/Poisson Dental Treatment	\$3,000	\$7,000		\$3,000		
	Provision of dental care to the homeless and low income individuals that are unable to afford and access such services. 35 individuals will be served.						
211406	Child & Family Services Runaway & Homeless Youth	\$13,400	\$13,400	\$5,009	\$8,391		
	Outreach, crisis intervention, emergency shelter and prevention services to runaway and homeless youth and their families. 125 homeless or at-risk youth will be served.						
211506	Child Health Services Teen Health Clinic	\$8,000	\$15,000	\$8,000			
	Operational assistance to the organization to provide medical assistance to City's poorest residents. Estimated services to be provided to 1,200 infants, children and adolescents.						
211606	Greater Manchester AIDS Project Community Promise		\$8,000	\$5,000			
	Funding for staff salaries to implement Peers Reaching Out and Modeling Intervention Strategies (PROMISE). Community level HIV prevention intervention programming to benefit 120 unduplicated individuals.						
211706	Health Department Center City Disease	\$15,000	\$35,000	\$15,000			
	Provision of a variety of health care services to improve the health of Center City residents.						
210006	Health Department Children's Health & Nutrition Program		\$20,000	\$20,000		Also Funded in Table 1	
	Funding for programming in the school system to abate the epidemic of childhood obesity.						
211806	Health Department Children's Oral Health Collaborative	\$10,000	\$20,000	\$5,000			
	Funding to support the establishment of a collaborative venture between community agencies such as Child Health Services, VNA Child Care as well as local dentists to provide services to needy children.						

31

Department		FY 2006				Notes:
Project #:	Project Name:	FY 2005 Allocated	Requested	CDBG	ESG	HOME
211906	Manchester Community Health Center Pharmaceutical Program- Medications	\$44,000	\$64,171	\$44,000		
	Provision of prescription medications to clients financially unable to access such medications without the assistance of this program. 3,000 unduplicated individuals will be served.					
212006	Planning & Community Development New Citizens Assimilation Assistance	\$10,000	\$17,000	\$15,000		
	Funding to facilitate assimilation of Manchester's newest immigrants and refugees into the community. Programming to include language interpretation services.					
212106	The Salvation Army Teen Development Center at Kid's Café		\$20,000	\$14,300		
	Full-time position devoted to expanding and strengthening services to City Youth attending Kids Café. Provide services to 500 youth ages 11-19.					
212206	The Way Home Homeless Intervention/Prevention	\$16,300	\$16,500		\$16,300	
	Housing counseling and advocacy services to assist homeless and those at risk of homelessness to obtain and succeed in permanent housing. 200 individuals will be served.					
212306	YMCA Youth Opportunities Unlimited	\$17,000	\$20,000	\$17,000		
	Funding to provide a comprehensive after-school program designed to meet the needs of youth and families living in Manchester's Center-City. 100 youths will participate in the program.					
212406	YWCA Emily's Place Operations	\$12,000	\$12,500		\$12,000	
	Operational expenses of this shelter which provides secure housing to 100 women and children who are victims of domestic violence.					

**Education**

310106	Manchester Community Resource Center Employment & Training	\$85,000	\$40,000	\$85,000		See Footnote 1
	Funding for various programs designed to benefit Center City area residents through the provision and enhancement of skills required to secure and maintain employment. The Resource Center will operate programs as well as contract with several community organizations.					
310206	New Hampshire Institute of Art NHIA Academic Building		\$200,000	\$125,000		Loan
	Renovation of downtown building at 77 Amherst St. to accommodate growing needs of Art Institute.					

**Recreation and Leisure**

510306	Girls Inc Girls Center Program	\$15,000	\$20,000	\$15,000		
	Funds for staff salaries and supplies for after-school/prevention programs. 200 youth will be served.					

Department		FY 2005				FY 2006		HOME	Notes:
Project #:	Project Name:	Allocated	Requested	CDBG	ESG	ESG	HOME		
510406	MHRA								
	Youth Recreation Program	\$60,000	\$138,700	\$60,000					
	Provides social, educational and recreational programs for low-income public housing youth, and low-income youth from the community at large. 165 youth ages 5 to 21 will be served.								
510506	Parks Recreation & Cemetery								
	Fun In The Sun	\$28,000	\$37,300	\$28,000					Also Funded in Table 3
	Organized summer recreation and enrichment program providing services to 900 inner-city youth.								
510606	Parks Recreation & Cemetery								
	Raco Pool Improvement Project	\$1,099,000	\$650,000	\$525,000					
	Renovation of deteriorated west side public pool facility, repairs to pool, concrete decking, bathrooms and filtration system.								
510706	Parks Recreation & Cemetery								
	Youth Recreation Activities (CDBG)	\$65,000	\$105,000	\$80,000					
	Continuation of organized after school youth recreation program primarily serving low income inner-city youth. 360 youth will be served.								
<b>Housing and Community Development</b>									
610806	Amoskeag Business Incubator								
	Amoskeag Business Incubator Support	\$20,000	\$40,000	\$20,000					
	Staff assistance for continued administration of the Business Incubator resulting in additional investment and new jobs. Incubator provides space to 14 small businesses.								
610906	Destination Coordinator								
	Operational	\$87,300	\$90,000	\$88,000					Also Funded in Table 3
	Funding of Destination Manchester Coordinator's salary.								
611006	Families In Transition								
	Permanent Housing Program III		\$30,000				\$30,000	Loan	
	Pre-development funding to develop 10 units of permanent affordable housing. 5 of the units to be occupied by chronically homeless persons with disabilities.								
611106	Farnum Center								
	Property Renovations	\$30,000	\$36,700	\$35,000					Mix of Loan & Grant
	Renovation of client treatment areas for the Substance abuse treatment facility. 320 in-patient clients and 650 out-patient clients annually.								
611206	Helping Hands Outreach Center								
	Emergency Transitional Housing	\$10,600	\$20,000		\$10,600				
	Operational costs of facility which provides transitional housing and supportive services to 120 men.								
611306	Manchester Emergency Housing								
	Operational	\$8,000	\$10,000		\$8,000				
	Operational support to pay utilities, insurance, etc. to maintain emergency shelter serving 150 men, women and children.								

Department		FY 2005				FY 2006			
Project #:	Project Name:	Allocated	Requested	CDBG	ESG	HOME	Notes:		
611406	<b>Manchester Neighborhood Housing</b> Downpayment & Closing Cost Assistance - First Time Homebuyer	\$113,848	\$200,000			\$200,000			
611506	<b>Manchester Neighborhood Housing</b> Neighborhoods Homeownership Center	\$50,000	\$50,000			\$50,000			
611606	<b>Manchester Neighborhood Housing</b> Renaissance 8		\$300,000			\$300,000	Loan		
610206	<b>MHRA</b> Brown School Renovation		\$650,000			\$180,000	Also Funded in Table 1/Loan		
611706	<b>New Hampshire Legal Assistance</b> NH/LA Fair Housing/Tenant Rights	\$8,800	\$12,800	\$8,800					
611806	<b>New Horizons</b> Operational Expenses	\$15,000	\$22,700		\$15,000				
611906	<b>New Horizons</b> Shelter Staffing	\$8,160	\$12,500		\$8,160				
610406	<b>Parks Recreation &amp; Cemetery</b> Project Greenstreets (CDBG)	\$5,000	\$19,762	\$7,000			Also Funded in Table 1 & 3		
612006	<b>The Way Home</b> Tenant Assistance/Rental Assistance	\$28,000	\$28,000			\$28,000			
612106	<b>The Way Home</b> Tenant Assistance/Security Deposits	\$37,700	\$40,000			\$40,000			

Department  
Project Name:

Project #:

FY 2006

Notes:

FY 2005

HOME

ESG

CDBG

Requested

Allocated

**Transportation and the Environment**

710706	Highway Department Infrastructure ADA Access Improvements	Rehabilitation of sidewalks and construction of pedestrian ramps on selected City sidewalks as identified by the Disability Advocacy Committee, allowing for universal access.	\$100,000	\$200,000	\$90,000		
710806	Highway Department Municipal Infrastructure	Miscellaneous infrastructure improvements including reconstruction of streets and sidewalks, installation of lighting, updating traffic signalization and tree planting in CDBG eligible areas.	\$525,000	\$400,000	\$300,000		
710906	Highway Department School Sidewalk Program	Construction, reconstruction of selected school sidewalk areas throughout the City.		\$200,000	\$75,000		
711006	Planning & Community Development Transportation Collaborative	Funding to assist in development of a transportation collaborative that would evaluate transportation needs not currently being met in the community. The collaborative will make recommendations on services designed to meet the transportation needs of all of Manchester's citizens.		\$17,000	\$17,000		
710406	Transit Authority ADA/Software	Local share of funding required to match FTA 80/20 grant to be used to purchase ADA paratransit scheduling software to accommodate the needs of disabled passengers.		\$20,000	\$10,000		Also Funded in Table 1

**Community Management**

810506	Human Resources ADA Compliance	Partial funding of Human Resource staff person's time and associated program expenses relating to ADA Compliance.	\$20,000	\$9,700	\$5,000		
810306	MEDO/Planning & Community Development Economic Development Planning/Master Plan	Funding for various economic development studies and Master Plan updating.	\$50,000	\$50,000	\$50,000		Also Funded in Table 1
810606	Planning & Community Development ADA Compliance	Continued funding for retrofitting of City buildings and facilities in compliance with the Americans with Disabilities Act.	\$225,000	\$300,000	\$310,000		See Footnote 2
810706	Planning & Community Development Administration	Funding of CIP staff/expenses for administration of CIP program.	\$200,000	\$225,000	\$175,000		\$47,017

31

Department		FY 2005		FY 2006		Notes:
Project #:	Project Name:	Allocated	Requested	CDBG	ESG	
810806	Planning & Community Development Community Development Initiatives	\$5,000	\$30,000	\$25,000		Also Funded in Table 3
	Funds to be used for consultant services, administrative costs for the planning, programming, and preliminary design of community development, management and facility programs.					
810906	Planning & Community Development Planning & Resource Support	\$25,000	\$35,000	\$35,000		
	Funding to support partial funding of Grant Originator and Natural Resource Coordinator positions.					
3/29/2005		\$3,086,108	\$4,523,733	\$2,330,109	\$81,451	\$875,017

1) Footnote: Includes funding for: 1- Interced, 2 - City Year, 3 - Micro Credit, 4 - Odyssey House  
 2) Footnote: Access Manchester to consider funding through Loans For: 1 - Manchester Historic Association, 2 - Moore Center

Table 3 - City Cash

Department		FY 2005		FY 2006		Notes:
Project #:	Project Name:	Allocated		Requested		
Description						
Health and Human Services						
212506	American Red Cross Local Emergency Services	\$11,000	\$38,610	\$11,000		
Provide disaster victims with emergency food, safe shelter, clothing, medical supplies, counseling, and referral to other services.						
212606	Big Brothers Big Sisters One To One Mentoring Program	\$5,000	\$10,000	\$5,000		
Increase the well-being, self-esteem and instill responsible social values in children in need of sound guidance and meaningful companionship. 50 additional children will be matched with big brothers/big sisters.						
212706	Child & Family Services Home Care/Homemaker Services	\$30,000	\$35,000	\$30,000		
Provision of assistance to the frail and disabled in their homes in order to maintain a clean and safe environment and to prevent institutionalization. Assist 350 unduplicated clients.						
212806	Child & Family Services Manchester Child Care Coordinator	\$19,065	\$20,226	\$19,065		
The Coordinator will serve as a resource to families, child care providers and the Community on child care issues. 60 individuals seeking child care and 6 to 8 potential child care providers will be assisted.						
212906	Child Health Services Child Health Services/Clinic Services	\$129,000	\$151,000	\$129,000		
Program seeks to maintain and improve the physical, mental and social well-being of a population of adolescents. Serves at a point of entry into comprehensive healthcare with a minimum of 750 youth to be served.						
213006	City Year New Hampshire City Year Manchester Team	\$10,000	\$40,000	\$10,000	Also Funded in Table 2	
Funding to support 6 Americorps members who will operate innovative in-school and after-school programs including mentoring, literacy and diversity workshops. A minimum of 1500 at-risk middle school youth across the City to be served.						
213106	International Institute of NH International Center Program	\$10,000	\$15,000	\$10,000		
Legal assistance to assist immigrants and refugees with assimilation into the community allowing for quicker adjustments towards becoming productive community members and citizens.						



Project #:	Department Project Name:	Description	FY 2005		FY 2006		Notes:
			Allocated	Requested	Recommended		
213206	<b>Makin' It Happen</b> Operating Expenses	Funds to assist with basic operational costs of the agency. 120 community members will receive training in the asset building/resiliency theory through parent education and awareness classes.	\$10,000	\$10,000	\$10,000		
213306	<b>Manchester Community Health Center</b> Pharmaceutical Program-Program Coordinator	Funding for a portion of the part-time Pharmaceutical Program Coordinator to ensure successful fulfillment of the program. 3,000 individuals will be served.	\$13,800	\$24,462	\$13,800		
213406	<b>NH Minority Health Coalition</b> Healthy Families Home Visiting Program	Provide home visiting services for at-risk, linguistically isolated, minority pregnant and parenting women. 30 women will be served.	\$19,000	\$30,044	\$19,000		
211106	<b>Office of Youth Services</b> OJJDP WYR Project	Continuation of a new program focusing on a multifaceted approach to reducing juvenile delinquency in the City. Program will be a joint effort among various City Departments, i.e. OYS, Schools, Police and the State YDC.		\$37,737	\$37,500		Also Funded in Table 1
213506	<b>Southern NH Services</b> Info Bank	Funding to assist agency to provide comprehensive problem assessment, detailed human service information and effective agency referral services.	\$22,000	\$25,000	\$22,000		
213606	<b>Southern NH Services</b> Multi-Cultural Assimilation Support	Funding to provide interpretation and translation services, information and referral, advocacy, educational opportunities and cultural and social activities to Manchester's immigrant population. 1000 clients to be served.	\$22,000	\$30,000	\$22,000		
213706	<b>Southern NH Services</b> Voluntary Action Center	Funding to assist the agency in the provision of services to individual organizations, businesses and non-profit agencies. 19,830 hours of services will be provided to City departments and non-profits.	\$12,000	\$15,000	\$12,000		
213806	<b>St. Joseph Community Services</b> Elder Nutrition Programs	Provision of 98,700 meals to homebound elderly and disabled individuals.	\$29,100	\$29,600	\$29,100		

31

Department		FY 2005		FY 2006		Notes:
Project #:	Project Name:	Description	Allocated	Requested	Recommend	
213906	Visiting Nurse Association VNA Child Care & Family Resource Center	Child care program to assist parents preparing for, securing, or maintaining employment or employment related training. After child care services to 325 children ages 6 weeks to 12 years.	\$40,000	\$60,000	\$40,000	
<b>Recreation and Leisure</b>						
510806	Intown Manchester Concerts & Event Support	Continuation of the concert series in Veterans Park as well as support to groups or individuals interested in producing other free public events.	\$33,000	\$34,000	\$30,800	
510906	Manchester Boys & Girls Club After School Program	Funds to assist the Boys & Girls Club make their program more accessible. Funds will be used for transportation services and/or salary of staff working to bring youth to the Union Street facility.	\$30,000	\$35,000	\$30,000	
511006	Palace Theatre Trust Operations	Funding to supplement private donations raised to support the operation of the historic Palace Theatre.	\$75,000	\$75,000	\$75,000	
511106	Parks Recreation & Cemetery Annual Parks Maintenance Program	Funding to allow the Parks Department to adequately maintain facilities and improve public safety in City Parks. This will involve multiple projects as needed throughout the year.	\$83,320	\$125,000	\$65,000	
510506	Parks Recreation & Cemetery Fun In The Sun/Special Sports	Organized summer recreation and enrichment program providing services to 900 inner-city youth.	\$60,000	\$62,450	\$60,000	Also Funded in Table 2

**Housing and Community Development**

610906	Destination Coordinator Operational	Funding of Destination Manchester Coordinator's salary.	\$10,800	\$11,000	\$11,000	Also Funded in Table 2
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Project #:	Department Project Name:	Description	FY 2006			Notes:
			Allocated	Requested	Recommend	
612206	<b>For Manchester</b> For Manchester Operational	Operational assistance for community service organization that participates in City-wide beautification projects.	\$1,800	\$5,000	\$1,800	
610406	<b>Parks Recreation &amp; Cemetery</b> Project Greenstreets (Cash)	A unique urban forestry program that strives to improve the environmental quality of Manchester through the planting and maintenance of trees along City Streets, within parks and at school yards.	\$5,000	\$20,595	\$10,000	Also Funded in Table 1 & 2
610506	<b>Parks Recreation &amp; Cemetery</b> Valley Cemetery (Auburn Street Fence)	Funding to rehabilitate Valley Street Cemetery fencing adjacent to Auburn Street.		\$100,000	\$50,000	Also Funded in Table 1
<b>Transportation and the Environment</b>						
711106	<b>Highway Department</b> Annual ROW Maintenance (Resurfacing)	Funding of the Department's ongoing street resurfacing efforts including partial reclamation of existing pavement in order to restore proper curb reveal.	\$550,000	\$1,000,000	\$550,000	
711206	<b>Highway Department</b> Campbell Street Traffic Study	Traffic Study and Design precedent to future upgrades at the Campbell/Hamel Drive/D.W. Highway intersections.		\$30,000	\$25,000	Southern New Hampshire Planning Commission to assist with traffic study
711306	<b>Highway Department</b> Chronic Drain	Annual program to continue efforts to solve drainage problems throughout the City as required by CIP Committee.	\$30,000	\$10,000	\$10,000	
711406	<b>Highway Department</b> Downtown Miscellaneous Repairs	Funding for reconstruction and repair of existing sidewalks at selected downtown area locations and other small rehabilitation/maintenance projects.	\$125,000	\$200,000	\$75,000	
710106	<b>Highway Department</b> Residential 50/50 Sidewalk/Curb Program	50/50 matching funding to replace sidewalks and curbing of residential properties. Construction is performed by a private contractor.	\$80,000	\$100,000	\$100,000	Also Funded in Table 1

31

81

Project #:	Department Project Name:	Description	FY 2005		FY 2006		Notes:
			Allocated	Requested	Recommended		
711506	Highway Facilities Division Municipal Deferred Maintenance	Funding for Deferred Maintenance Program. Projects identified for FY 06 are deferred maintenance items that due to age and/or other extenuating circumstances are necessary and beneficial for occupants and energy savings.	\$100,000	\$152,000	\$60,000		See Footnote
711606	Traffic Department Mast Arm Replacement	Includes installation of new Mast Arms at Cilley/Porter intersection	\$80,000	\$80,000	\$75,000		
<b>Community Management</b>							
811006	Highway Facilities Division West Library Renovations	Funding for various improvements required for full facility use of the West Library. Independent of complete renovations of the facility.		\$100,000	\$50,000		Also Funded Through Planning ADA Compliance
811106	Human Resources Employee Training & Development	Continuation of programs to enhance employee skills and improve productivity and client services.	\$45,000	\$37,000	\$32,000		
811206	Manchester Area Convention & Visitors Bureau Marketing Manchester	Continued funding to support the promotion of Manchester as a destination for meetings, conventions, sports, group tours, special events and leisure travel.	\$100,000	\$150,000	\$100,000		
810806	Planning & Community Development Community Development Initiatives	Funds to be used for consultant services, administrative costs for the planning, programming, and preliminary design of community development, management and facility programs.	\$5,000	\$15,000	\$14,500		Also Funded in Table 2
			<b>\$1,795,885</b>	<b>\$2,913,724</b>	<b>\$1,844,565</b>		

3/29/2005

Footnote: Request by City Clerk's Office for City Hall Maintenance to be considered within program as funding allows.

**Table 4 - General Obligation Bonds**

<i>Department</i>		<i>Description:</i>	<i>FY 2006</i>	<i>Notes:</i>
<i>Project #:</i>	<i>Project Name:</i>			

FY06 Bonding Capacity Utilized in FY05 Multiyear Authorization

3/29/2005

31

**Table 5 - Projects financed through Enterprises, Fees, and  
Other Dedicated Sources**

Department		FY 2006			Notes:
Project #:	Project Name:	Description	FY05 Allocated	Request	
Recreation and Leisure					
511206	Parks, Recreation & Cemetery (REF) Derryfield Country Club Rehabilitation	Enterprise funding to delineate and develop property adjacent to the 16th hole, construct a new 16th hole green complex and construct a Morton type cold storage building.		\$200,000	\$200,000
Transportation and the Environment					
711706	Highway EPD Cohas Brook Interceptor - Phase 2 #1	Enterprise funding for construction of Contract #1 of the Cohas Interceptor - Phase II.	\$400,000	\$4,000,000	\$4,000,000
711806	Highway EPD CSO Crescent Road Basin	Enterprise funding to finance the construction of sewers and drains necessary to eliminate the combined sewer overflow from the Crescent Road basin in accordance with the Federal Consent Order.		\$3,600,000	\$3,600,000
711906	Highway EPD CSO Poor/Schiller Street Area	Enterprise funding for construction of sewers and drains necessary to eliminate the combined sewer overflow from the Poor Street and Schiller Street basins in accordance with the Federal Consent Order.		\$5,300,000	\$5,300,000
712006	Highway EPD S. Mammoth Phase 3	Enterprise funding to complete new sewers and pump station in Shaurna Court, Cohas Avenue and Greenwood Court area.		\$500,000	\$500,000
712106	Highway EPD Sewer Infrastructure 06	Enterprise funding to repair or replace aging sewer infrastructure to prevent property damage and extend the life of the sewer system.	\$200,000	\$200,000	\$200,000

Project #:	Department Project Name:	Description	FY 2006			Notes:
			FY05 Allocated	Request	Recommend	
710206	<b>Manchester Airport</b> Airside Improvements	Construction to Airports airfield, including runways, taxiways, aircraft parking aprons, navigational aids, airfield lighting, and runway safety areas.		\$25,200,000	\$25,200,000	FAA/State - Multi year project - Also Funded in Table 1
712206	<b>Manchester Airport</b> Equipment Replacement	Replacement of equipment necessary to operate the Manchester Airport.		\$15,000,000	\$15,000,000	Multi-year project
712306	<b>Manchester Airport</b> Property Acquisition	Acquisition of property needed by the Airport to improve access and expand facilities necessary for the operation of the airport. The project also includes the demolition of buildings where required.		\$13,950,000	\$13,950,000	Multi-year project
710306	<b>Manchester Airport</b> Residential Sound Insulation Program	This project involves the continuation of the Airport's ongoing Residential Sound Insulation Program (RSIP).		\$2,325,000	\$2,325,000	FAA/State - Multi year project - Also Funded in Table 1
712406	<b>Manchester Airport</b> Roadway & Parking Improvements	Construction of roadways and parking facilities at the Manchester Airport. This project will benefit the Airport by improving operations, safety and capacity.		\$115,950,000	\$115,950,000	Multi-year project
712506	<b>Manchester Airport</b> Terminal & Building Improvements	Construction of new terminals and buildings at the Manchester Airport.		\$131,500,000	\$131,500,000	Multi-year project
712606	<b>Water Works</b> Infrastructure Improvement Projects	Miscellaneous improvements and expansion of the Water Works System.		\$3,968,000	\$3,968,000	See Attached Listing of Projects
3/29/2005			\$600,000	\$321,693,000	\$321,693,000	

**Table 5 - Projects financed through Enterprises, Fees, and Other Dedicated Sources - Water Works**

Department		FY 2006				
Project #:	Project Name:	Description	FY05 Allocated	Request	Recommend	Notes:
Transportation and the Environment						
712606	Water Works Infrastructure Improvement Projects					
	Cleaning & Lining CIP	Clean and cement line deteriorated water mains which are adequately sized but have become heavily tuberculated, thus decreasing main capacity and water quality.		\$575,000	\$575,000	
	Connect Dead End Mains	In conjunction with street resurfacing programs, install short stretches i.e. 100-300 feet of main to eliminate dead-end mains, thus improving water quality and hydraulic capacity of fire protection system.		\$38,000	\$38,000	
	Cooling Tower Replacement	Replace existing cooling tower with a new cooling tower, pumps, piping, electrical and controls.		\$35,000	\$35,000	
	Domestic Service Relay	Replacement of domestic water services which are in need of upgrading to meet current customer demand.		\$20,000	\$20,000	
	Fire Service Relay	Replacement of 3, 4, 5, 6 and 8" fire sprinkler services throughout the City where such services were installed prior to 1935.		\$20,000	\$20,000	



Project #:	Department Project Name:	Description	FY 2006			Notes:
			FY05 Allocated	Request	Recommend	
	Goffstown Tank High Service	Construction of a concrete water storage tank in the vicinity of the Hillsborough County Nursing Home in Goffstown.		\$50,000	\$50,000	
	Hackett Hill Road Tank X-High Service	Construction of a concrete water storage tank in the vicinity of Countryside Boulevard.		\$1,200,000	\$1,200,000	
	High Station Improvements	Replacement of doors and windows at the 1890 former High Pressure Pump Station.		\$50,000	\$50,000	
	Hydrant Replacement Program	Replacement of 25-50 hydrants as new mains are installed.		\$110,000	\$110,000	
	Merrimack River Supply Project	Expansion of Manchester's water supply by pumping water from the Merrimack River to a separate modular treatment plant and then into the distribution system. Multi-year funding cycle terminating FY 2009.		\$1,350,000	\$1,350,000	
	Open Shed Building Improvements	Rehabilitation of a 100' x 20' materials storage building. Improvements to include new exterior wall framing, sheathing, vinyl siding, new roof and overhead garage doors.		\$35,000	\$35,000	
	Pump Station Improvements	Installation of high voltage electrical components at the McGregor Street and Cohas Avenue pumping stations to increase the reliability of the facility.		\$20,000	\$20,000	

31

2

Department		FY 2006			
Project #:	Project Name:	Description	FY05 Allocated	Request	Recommend Notes:
	Relay Unlined CIP	Upgrade old and deficient areas of the distribution system normally in established commercial areas including replacement of deteriorated dead-end mains which cannot be looped.		\$250,000	\$250,000
	Remote Radio Reading System	Installation of approximately 1400 meters with remote radio leads.		\$170,000	\$170,000
	Replace Phone System	Replacement of existing phone and voicemail system at the Lincoln Street office.		\$45,000	\$45,000

3/29/2005

# City of Manchester New Hampshire

32

*In the year Two Thousand and Five*

## A RESOLUTION

"Appropriating all Incremental Meals and Rooms Tax Revenue Received by the City in Fiscal Year 2006 and held in the Civic Center Fund, for the payment of the City's Obligations in Said Fiscal Year Under the Financing Agreement."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

- WHEREAS, IN ACCORDANCE WITH THE New Hampshire Revised Statutes Annotated, the Board of Mayor and Aldermen established on the books of the City the Civic Center Fund; and
- WHEREAS, Meals and Rooms Tax Revenue, in excess of \$454,927 in each year, paid to the City by the State of New Hampshire in accordance with RSA 78-A shall be held in the Civic Center Fund to pay the City's share of the costs of constructing the Manchester Civic Center; and
- WHEREAS, in accordance with the terms of the Financing Agreement between the City and the Manchester Housing and Redevelopment Authority dated as of March 1, 2000 (the "Financing Agreement"), the City must appropriate funds held in the Civic Center Fund to meet its obligations under the Financing Agreement;

NOW, THEREFORE, be it resolved as follows:

- 1) That all Incremental Meals and Rooms Tax Revenue received by the City in Fiscal Year 2006 and held, in the Civic Center Fund, is hereby appropriated for the payment of the City's obligations in said fiscal year in accordance with the terms of the Financing Agreement.

Resolved, that this Resolution shall take effect upon its passage.

33

# City of Manchester New Hampshire

*In the year Two Thousand and Five*

## A RESOLUTION

"A Resolution appropriating to the Manchester Aggregation Program the sum of \$834,682 from Aggregation Fees for the Fiscal Year 2006."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

That the sum of Eight Hundred Thirty Four Thousand, Six Hundred Eighty Two Dollars (\$834,682) from Aggregation Fees shall be hereby appropriated to the Manchester Aggregation Program for Fiscal Year 2006 as follows:

Salaries and Wages .....	251,224
Line Item Expenses.....	246,850
Capital Outlay.....	10,000
Incidentals.....	100,000

RESTRICTED FUNDS: Subject to the approval of the Finance Officer.

Employee Benefits.....	101,608
------------------------	---------

RESTRICTED FUNDS: Subject to the approval of the Board of Mayor and Aldermen.

Contingency.....	125,000
------------------	---------

TOTAL.....	834,682*
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\*Expenditures exceeding a total of \$175,000 subject to approval by the Board of Mayor and Aldermen prior to expenditure.

RESOLVED that this Resolution shall take effect upon its passage.

# City of Manchester New Hampshire

34

*In the year Two Thousand and Five*

## A RESOLUTION

"Amending 'A Resolution appropriating to the Central Business Service District the sum of \$225,000 from Central Business Service District Funds for Fiscal Year 2006' to \$230,500."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

That the sum of Two Hundred Thirty Thousand Five Hundred Dollars (\$230,500) from Central Business Service District funds shall be hereby appropriated to the Central Business Service District for Fiscal Year 2006 as follows:

RESTRICTED FUNDS: Subject to the approval of the Planning Director.

Expenses.....\$225,000

RESTRICTED FUNDS: Subject to the approval of the Central Business Service District Advisory Board and the Planning Director.

Expenses.....\$ 5,500

TOTAL.....\$230,500

RESOLVED that this Resolution shall take effect upon its passage.

35

# City of Manchester New Hampshire

*In the year Two Thousand and Five*

## A RESOLUTION

"Continuation of the Central Business Service District."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

- WHEREAS, the establishment of Central Business Service Districts are authorized under provision of RSA 31:120 through RSA 31:125; and
- WHEREAS, the Board of Mayor and Aldermen have further authorized the establishment of such districts and has set forth procedures for the same in Chapter 37 of the Code of Ordinance; and
- WHEREAS, the Board of Mayor and Aldermen, after consultation with and on the recommendation of an Advisory Board of owners and tenants within the proposed district, find that a central business service district should be continued:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN:

1. That the recommended boundaries of the district within which services will be provided and assessments made on the property are:

Beginning at a point at the intersection of River Road and west North Street; thence easterly along West North Street and continuing along North Street to Bay Street;  
thence southerly along Bay Street to Sagamore Street;  
thence along Sagamore Street to a point at the rear property line of property at 1631 Elm Street (Rite-Aid);  
thence generally southerly along the rear property line of property at 1631 Elm Street (Rite-Aid) to Pennacook Street;  
thence westerly along Pennacook Street to an alley – Elm Street East Back;  
thence southerly along Elm Street East Back Alley to Blodgett Street;  
thence westerly along Blodgett Street to an alley – Elm Street East Back;  
thence southerly along Elm Street East Back Alley to Brook Street;  
thence easterly along Brook Street to Temple Court;  
thence southerly along Temple Court to Harrison Street;  
thence westerly along Harrison Street to the rear of the building at 1415 Elm Street (the "Sears Building" so-called);  
thence southerly along the rear of the building at 1415 Elm Street (the "Sears Building" so-called) to Prospect Street;  
thence continuing southerly along the rear property line of 1331-1375 Elm Street to Myrtle Street;  
thence continuing southerly along an alley – North Church Street to Orange Street;

# City of Manchester New Hampshire

35

*In the year Two Thousand and Five*

## A RESOLUTION

"Continuation of the Central Business Service District."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

thence easterly along Orange Street to Chestnut Street;  
thence southerly along Chestnut Street to Bridge Street;  
thence easterly along Bridge Street to Pine Street;  
thence southerly along Pine Street to Manchester Street;  
thence westerly along Manchester Street to Chestnut Street;  
thence southerly along Chestnut Street to Auburn Street;  
thence westerly along Auburn Street to Elm Street;  
thence southerly along Elm Street to the southerly point of property on the west side of Elm Street now or formerly of Allen-Bradely Corp.;  
thence westerly along the property line of said property to the B & M rail line;  
thence continuing westerly across property of the City of Manchester to the Merrimack River;  
thence northerly along the Merrimack River to the Amoskeag Dam;  
thence easterly from the Amoskeag Dam on a line extending to River Road;  
thence northerly along River Road to West North Street; said point also being the point of beginning.

That the district is to include all properties within the described boundaries.

2. That the assessed values of the properties for purposes of assessments be established in accordance with the property tax maps and records as maintained by the Board of Assessors.
3. That services to be provided within the District consist of daily cleaning, maintenance and inspection of incidental repairs within the right-of-way in the District and such other services as determined by the Advisory Board.
4. That the special district assessment for Fiscal Year 2006 be established at \$.64 per thousand dollars of assessed value of each property assessed within the district.
5. That the special district assessment shall be made against the owners of all commercial, all industrial and residential properties of five units or more, (excluding multi unit condominium properties).

Resolved, that this Resolution shall take effect upon its passage.

35

## Report of the Central Business District Advisory Board

To the  
Board of Mayor and Aldermen

March 2005

This report is pursuant to the requirements of Chapter 37: Central Business District Service Districts of the City Ordinances and to the requirements of New Hampshire Revised Statutes Annotated 31:122. In Manchester, there is only one district generally encompassing the Downtown and Millyard. Each property owner pays an additional surcharge on the property tax. This fee brings in approximately \$225,000 per year. Currently the City contracts with a non-profit organization – Intown Manchester – to carry out the services within the area. The main contract has expired and the Board of Mayor and Aldermen granted them a one-year extension until June of 2005.

The purpose of this report is to advise you on recent reviews by the Advisory Board and to make recommendations on future contracts concerning the Central Business District.

### *Advisory Board Responsibilities*

The CBSD Advisory Board is established to provide recommendations to the Board of Mayor and Aldermen on the geographic area of Central Business Service Districts and on the types and levels of services to be offered. The Advisory Board normally meets in the early part of each year to provide a recommendation into the BMA budget process.

The Board consists of seven members, of which not less than five members shall be within the district and are known as district members. Other members are known as at-large members. Members are appointed by the Mayor for a term of five years. At the present time, there is one vacancy on the Advisory Board.

### *Review Process*

The Advisory Board has met on a regular basis over the past year to review the district area and operations, survey business owners and tenants in the area and review the current contract with Intown Manchester, which administers the services within the CBSD. There was review and discussion on a number of issues such as:

- ◆ Communication with owners and businesses in the area;
- ◆ Events and promotions;
- ◆ Staffing of Intown
- ◆ Coverage of services in various portions of the district;
- ◆ Geographic area of the district;
- ◆ Garbage pickup;
- ◆ Snow removal; and
- ◆ Sidewalk repair.



35  
An in depth survey was completed which was submitted to property owners, businesses and employees within the district. There were approximately 200 responses which represented a very good response rate.

The survey asked the respondent to rate Intown Manchester on particular services being provided, asked respondents to prioritize needs within the district (including certain services which are not handled by Intown Manchester such as security) and allowed for written comments in general.

The results were positive in many respects but also highlighted areas that required additional work. It should also be noted that the City has responsibilities in the district that must be met in addition to the responsibilities of Intown Manchester. Items such as security, street and sidewalk reconstruction and repair, parks maintenance, and lighting are continuing issues that must be addressed.

A summary of survey results is attached and additional information on the survey is available from the Planning and Community Development Department.

Following action by the Board of Mayor and Aldermen on the CBSD, the Advisory Board plans to meet on a regular basis (roughly every 4 months) to review progress on the services offered.

*Recommendations to the Board of Mayor and Aldermen*


It is the recommendation of the Central Business Service District Advisory Board that:

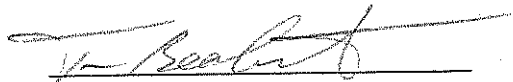
- 1) That the geographic area of the current district is adequate and does not need to be changed in 2005.
- 2) That the contract with Intown Manchester be extended for a three-year period.
- 3) That the new contract be written to be much clearer as to the services to be offered within the district.
- 4) That the contract and Intown Manchester focus on the following activities:
  - a) Maintenance. This to include: insuring that the public areas are lean and inviting (including after events in the evenings and weekends); advocating programs with businesses to promote cleanliness; coordinating maintenance responsibilities with various City Departments; and advocating for infrastructure improvements in the District.
  - b) Beautification. This to include: improving the greening and flowering of the district; promoting façade and private sign upgrades in the district; insuring that seasonal displays are installed and removed on a timely basis; and promoting lively streetscape features such as banners.
  - c) Communication. This to include: advocating for downtown life and business; outreaching to and getting to know all property owners and businesses; and communicating with the public, property owners and businesses about events and other important information about the downtown.

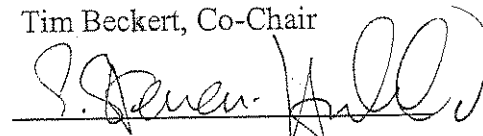
It should be noted that Intown may conduct other activities, such as concerts, but that the funding from the CBSD assessment be directed towards the above three services and that other activities be funded from other sources.

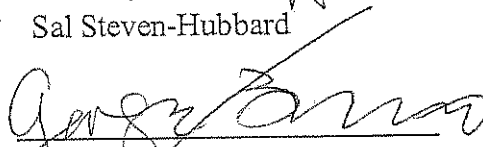
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Report of the Central Business District Advisory Board

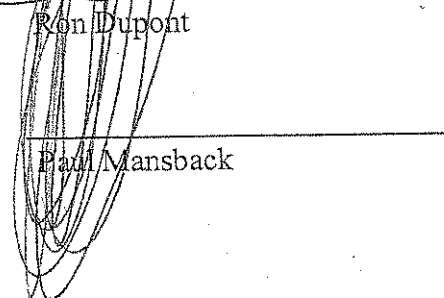
  
Peter Ramsey, Co-Chair

  
Tim Beckert, Co-Chair

  
Sal Steven-Hubbard

  
George Bruno

  
Ron Dupont

  
Paul Mansback

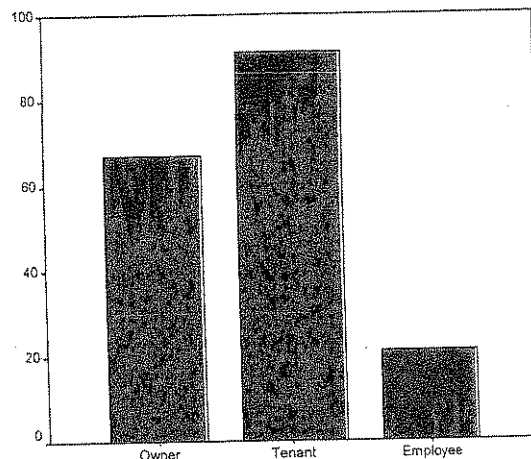
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## CITY OF MANCHESTER CBSD SURVEY RESULTS – December 2004

Total number of surveys send out – 500  
Number of responses – 180

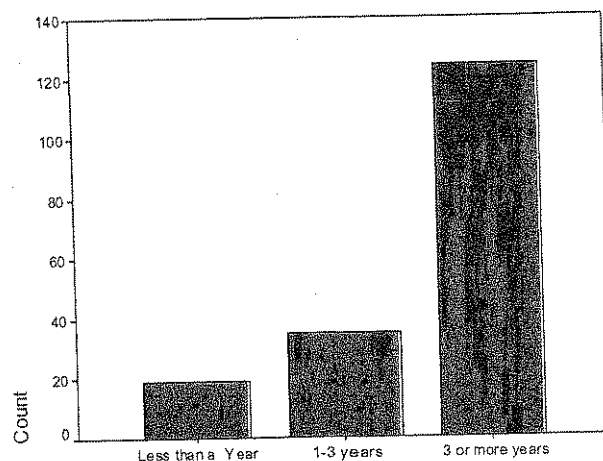
### 1. Are You

	Frequency	Percent
Owner	67	37.2
Tenant	91	50.6
Employee	21	11.7
Total	179	99.4
Missing	1	.6
	180	100.0



### 2. Number of Years in the Downtown/ Millyard

	Frequency	Percent
Less than a Year	19	10.6
1-3 years	35	19.4
3 or more	124	68.9
Total	178	98.9
Missing	2	1.1
Total	180	100.0

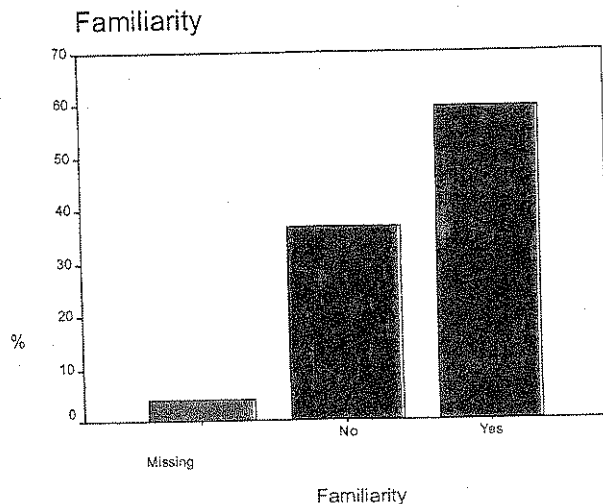


NUMBER OF YEARS IN THE DISTRICT

### 3. Are you familiar with roles and responsibilities of Intown Manchester

#### Familiarity

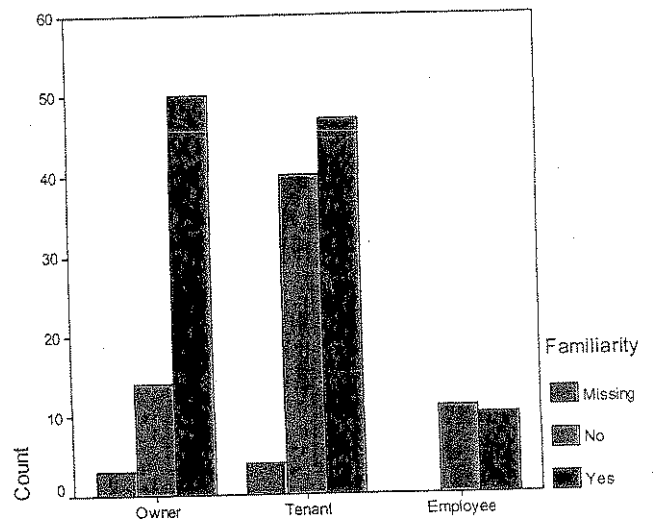
	Frequency	Percent
Missing	7	3.9
No	66	36.7
Yes	107	59.4
Total	180	100.0



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# Are you familiar with the roles and responsibilities of Intown Manchester (Crosstabs)

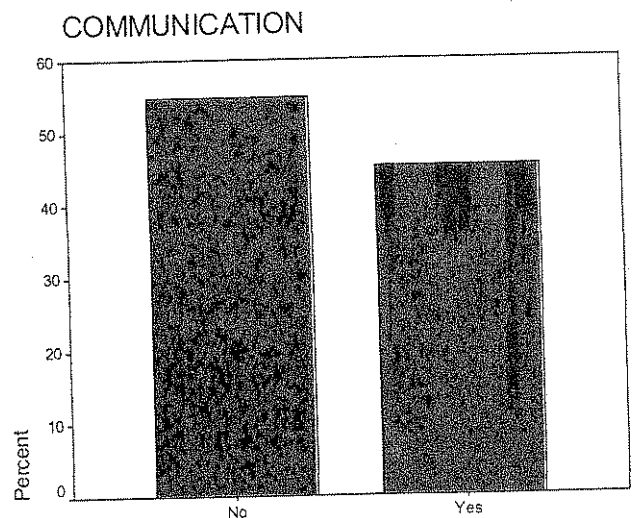
	Familiarity			Total
	Missing	No	Yes	
Owner	3	14	50	67
Tenant	4	40	47	91
Employee		11	10	21
Total	7	65	107	179



## 4. Do you receive the quarterly Intown News or other communications from Intown Manchester Via e-mail?

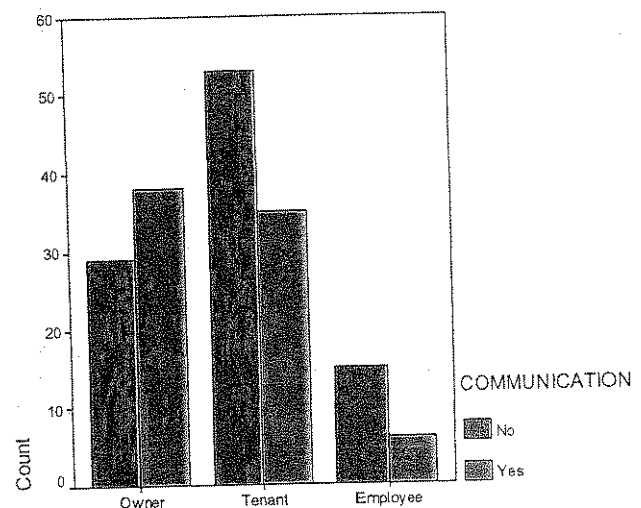
### COMMUNICATION

	Frequency	Percent
No	97	53.9
Yes	80	44.4
Total	177	98.3
Missing	3	1.7
Total	180	100.0



## Do you receive the quarterly Intown News or other communications from Intown Manchester Via e-mail? (Crosstabs)

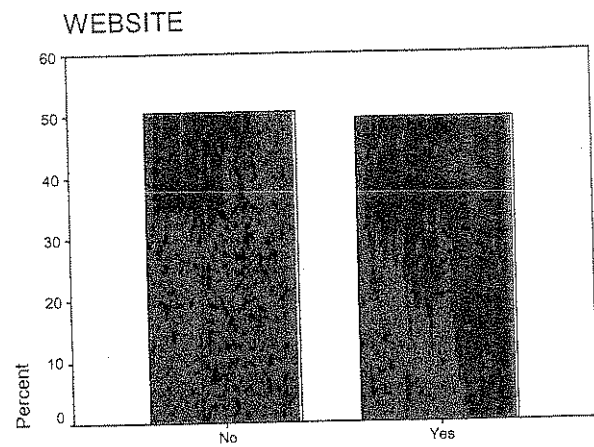
	Communication		Total
	No	Yes	
Owner	29	38	67
Tenant	53	35	88
Employee	15	6	21
Total	97	79	176



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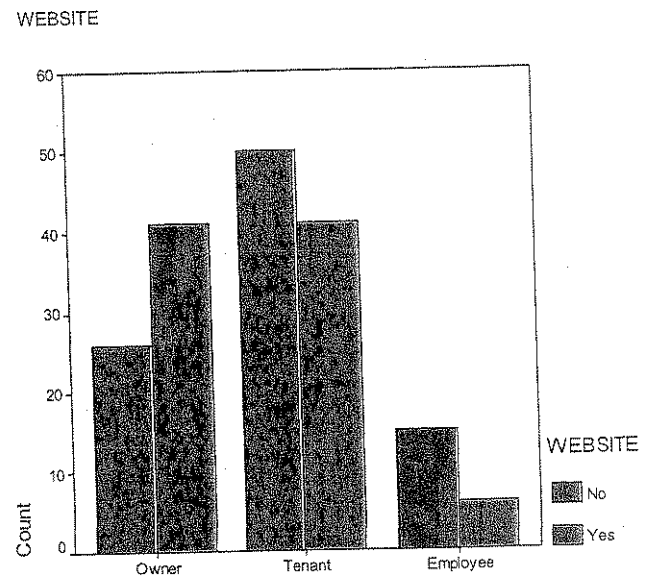
5. Are you aware of the Intown's website

WEBSITE	Frequency	Percent
No	91	50.6
Yes	89	49.4
Total	180	100.0



Are you aware of the Intown's website  
(Crosstabs)

	WEBSITE		Total
	No	Yes	
Owner	26	41	67
Tenant	50	41	91
Employee	15	6	21
Total	91	88	179



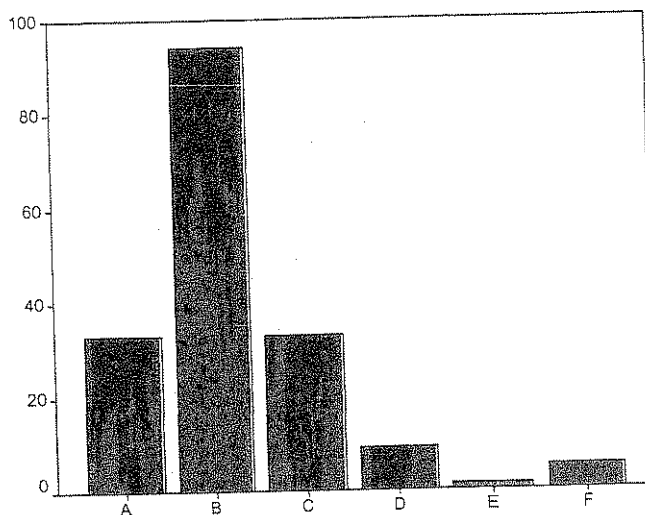
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6. On a grading scale of A (Excellent) through F (Poor) please provide a grade for each of the services below and any comments you may have:

Downtown Maintenance Total

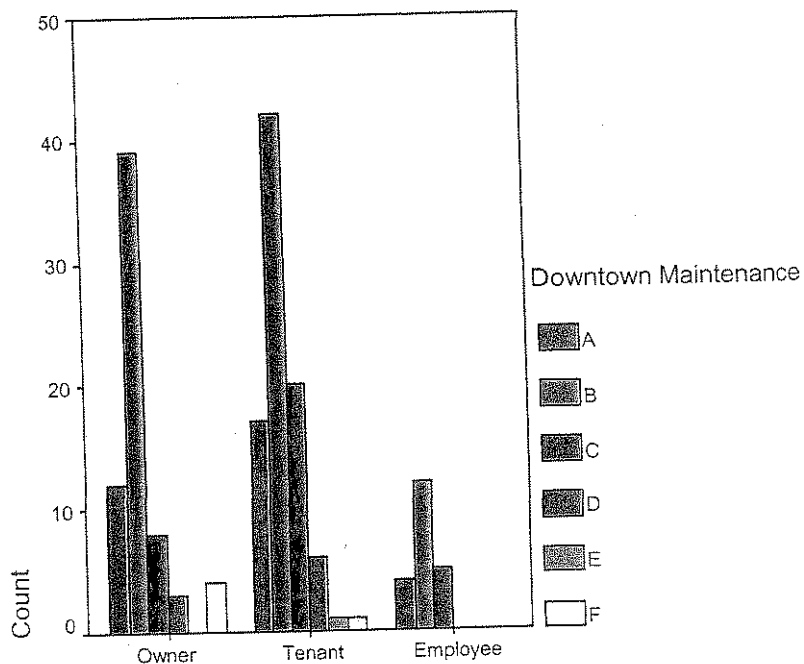
	Frequency	Cumulative Percent
A	33	18.9
B	94	72.6
C	33	91.4
D	9	96.6
E	1	97.1
F	5	100.0
Total	175	
Missing	5	
Total	180	

Downtown Maintenance



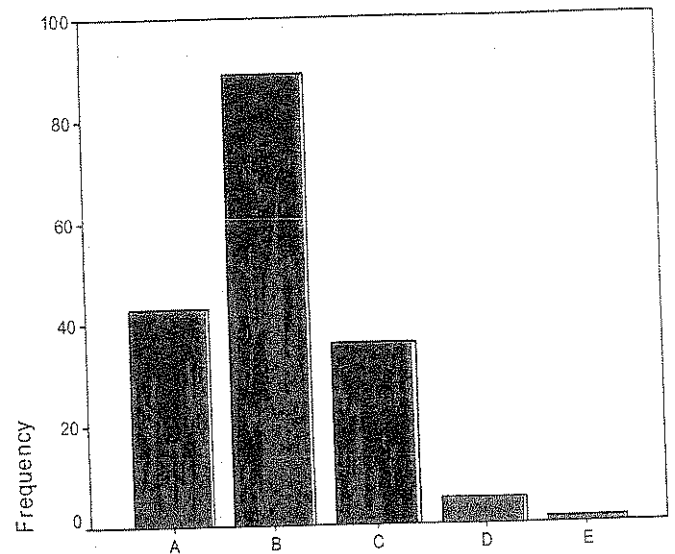
Downtown Maintenance Crosstabs

	A	B	C	D	E	F	Total
Owner	12	39	8	3		4	66
Tenant	17	42	20	6	1	1	87
Employee	4	12	5				21
TOTAL	33	93	33	9	1	5	174



### Beautification Total

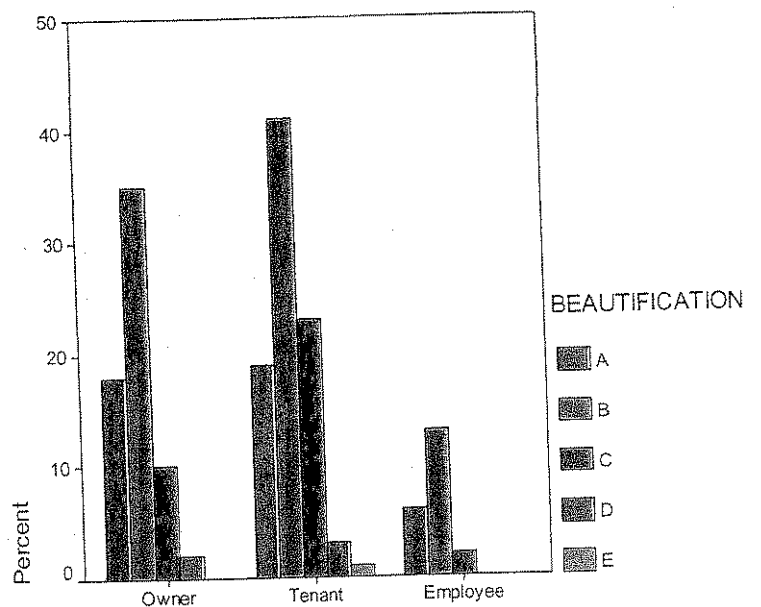
	Frequency	Cumulative Percent
A	43	24.7
B	89	75.9
C	36	96.6
D	5	99.4
E	1	100.0
Total	174	
Missing	6	
	180	



BEAUTY

### Beautification Crosstabs

	A	B	C	D	E	F	Total
Owner	18	35	10	2			65
Tenant	19	41	23	3	1		87
Employee	6	13	2				21
TOTAL	43	89	35	5	1		173

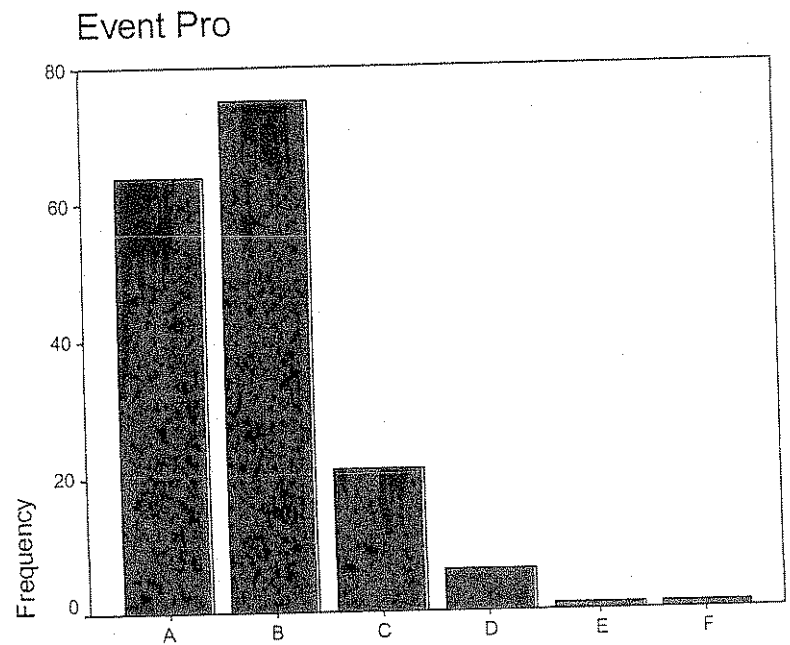




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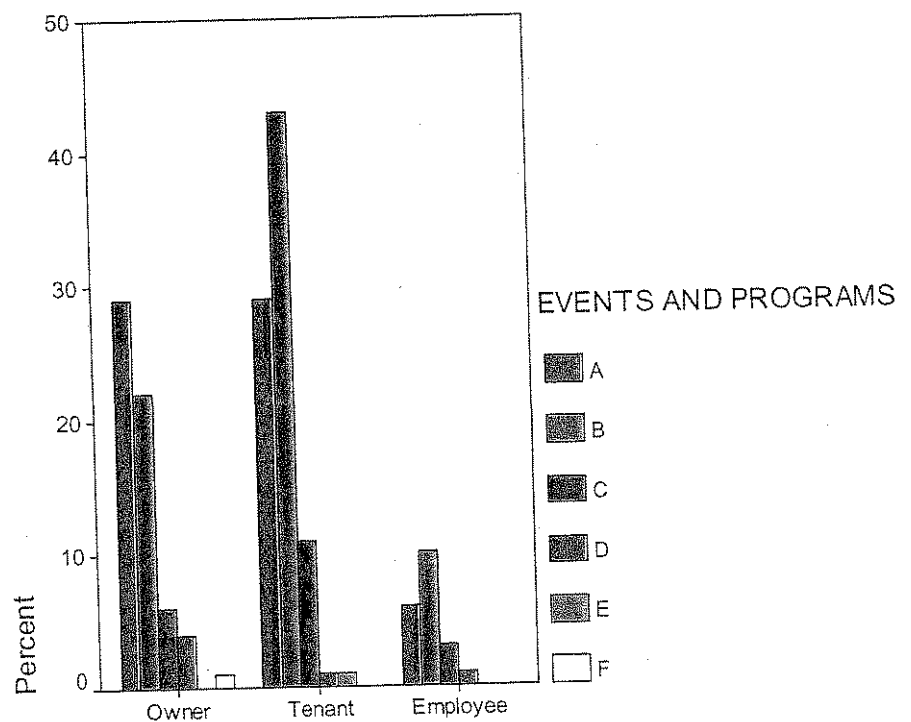
# Events and Promotion Total

	Frequency	Cumulative Percent
A	64	38.1
B	75	82.7
C	21	95.2
D	6	98.8
E	1	99.4
F	1	100.0
Total	168	
Missing	12	
	180	



## Events and Programs Crosstabs

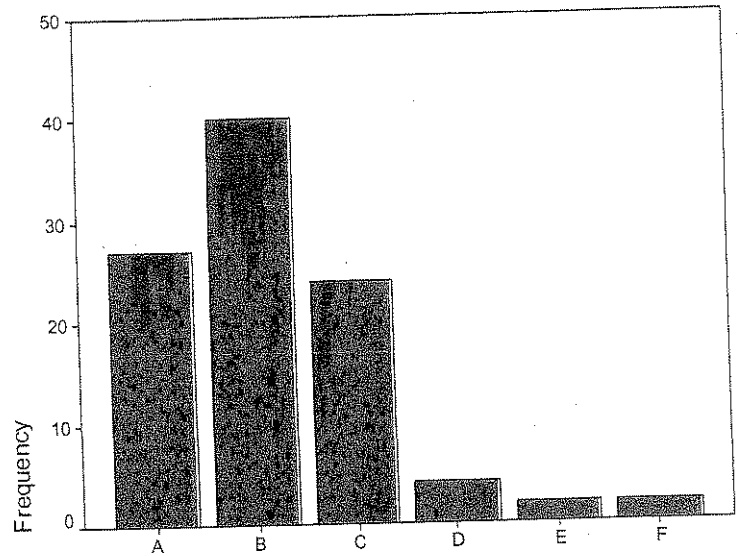
	Event Pro						Total
	A	B	C	D	E	F	
Owner	29	22	6	4		1	62
Tenant	29	43	11	1	1		85
Employee	6	10	3	1			20
Total	64	75	20	6	1	1	167



Technical assistance/Loan Program Total

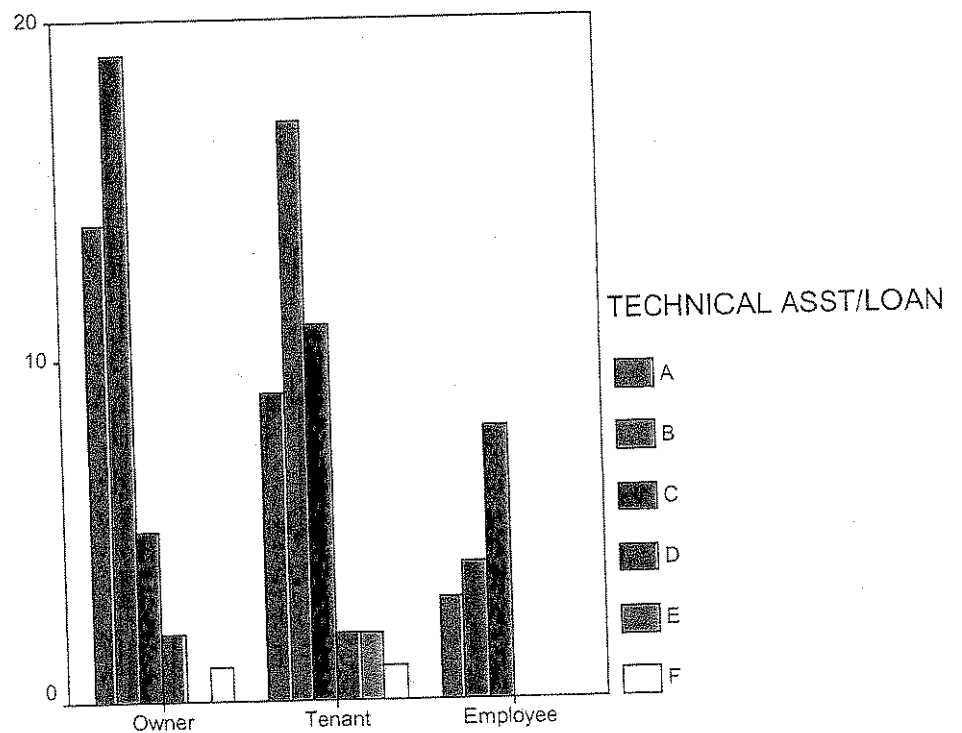
	Frequency	Cumulative Percent
A	27	27.3
B	40	67.7
C	24	91.9
D	4	96.0
E	2	98.0
F	2	100.0
Total	99	
Missing	81	
	180	

TECHNICAL ASSISTANCE



Technical assistance/Loan Program Crosstabs

	TECHASST						Total
	A	B	C	D	E	F	
Owner	14	19	5	2		1	41
Tenant	9	17	11	2	2	1	42
Employee	3	4	8				15
	26	40	24	4	2	2	98

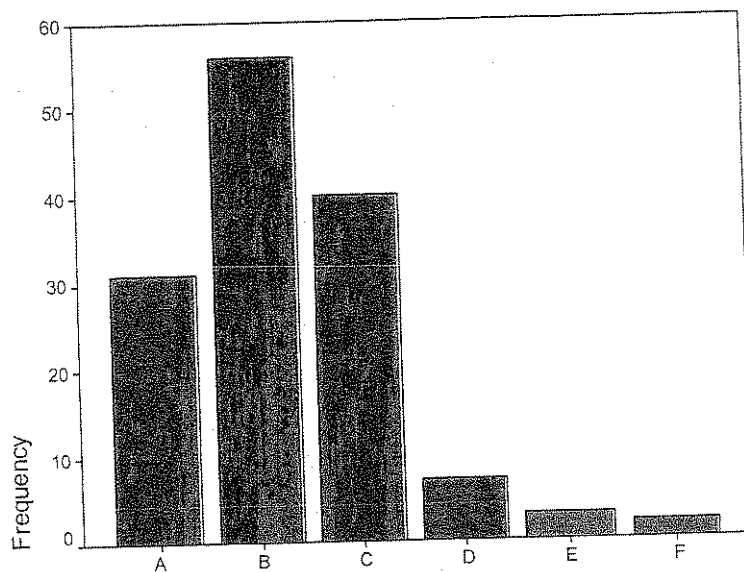


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# Communication and Promotion Total

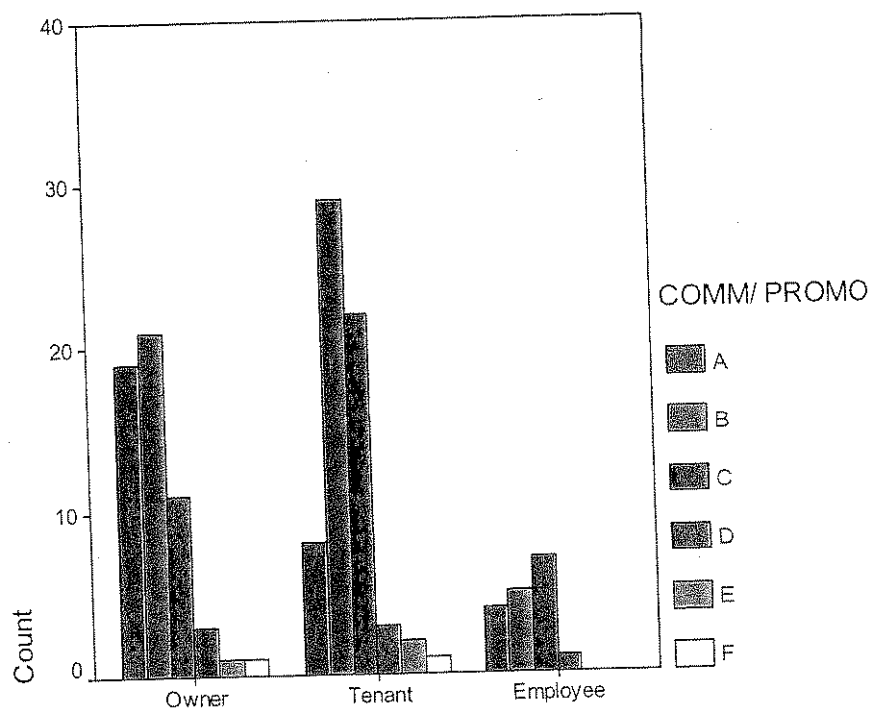
	Frequency	Cumulative Percent
A	31	22.3
B	56	62.6
C	40	91.4
D	7	96.4
E	3	98.6
F	2	100.0
Total	139	
Missing	41	
	180	

## Communication Promotion



## Communication and Promotion Crosstabs

	COMMPRO						Total
	A	B	C	D	E	F	
Owner	19	21	11	3	1	1	56
Tenant	8	29	22	3	2	1	65
Employee	4	5	7	1			17
	31	55	40	7	3	2	138

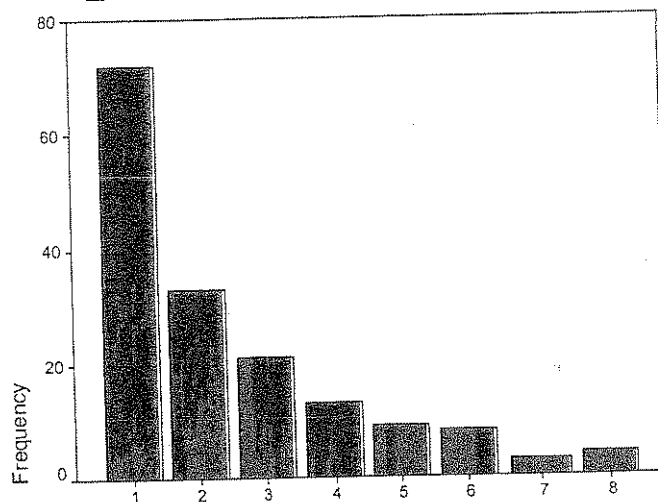


35 7. Please Prioritize the following existing and potential services in the District. 1 would be your highest priority and 8 would be lowest.

P\_Maintenance

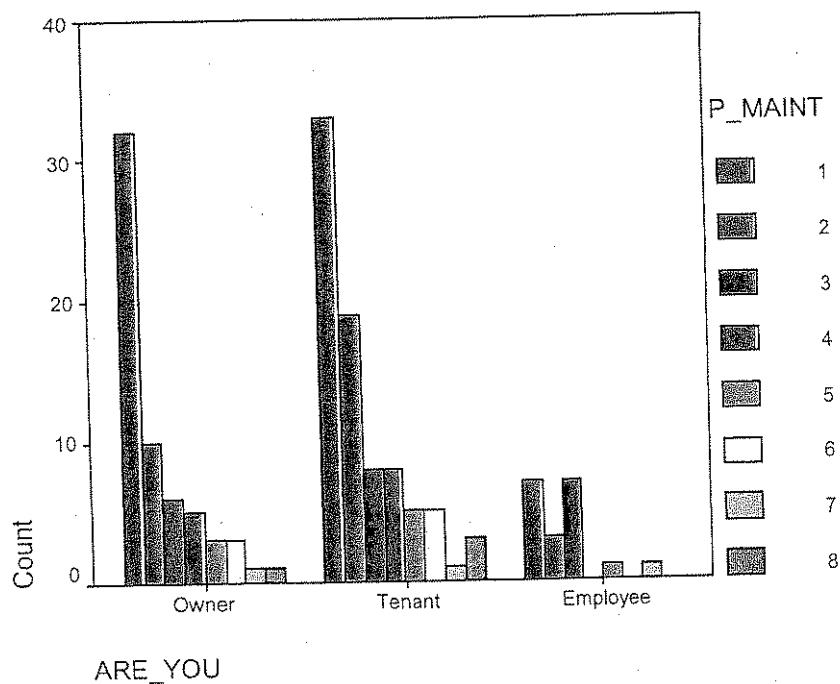
	Frequency	Cumulative Percent
1	72	44.2
2	33	64.4
3	21	77.3
4	13	85.3
5	9	90.8
6	8	95.7
7	3	97.5
8	4	100.0
Total	163	
Missing	17	
	180	

P\_MAINT



ARE\_YOU \* P\_MAINT Crosstabulation  
Count

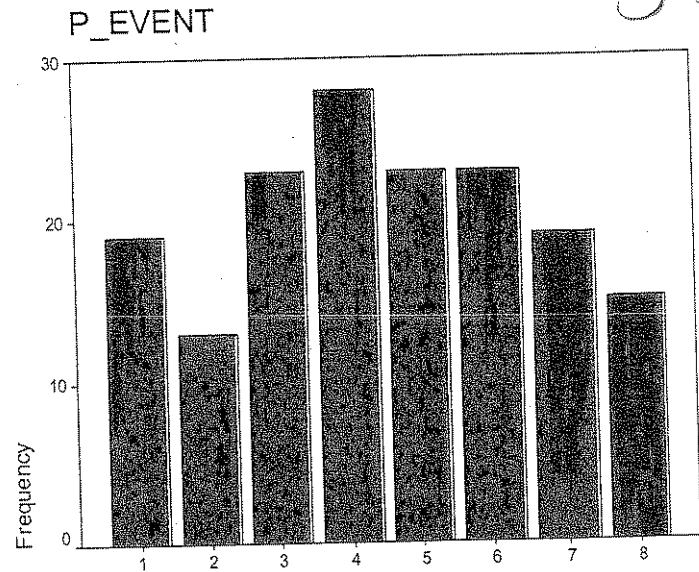
	P_MAINT								Total
	1	2	3	4	5	6	7	8	
Owner	32	10	6	5	3	3	1	1	61
Tenant	33	19	8	8	5	5	1	3	82
Employee	7	3	7		1		1		19
	72	32	21	13	9	8	3	4	162



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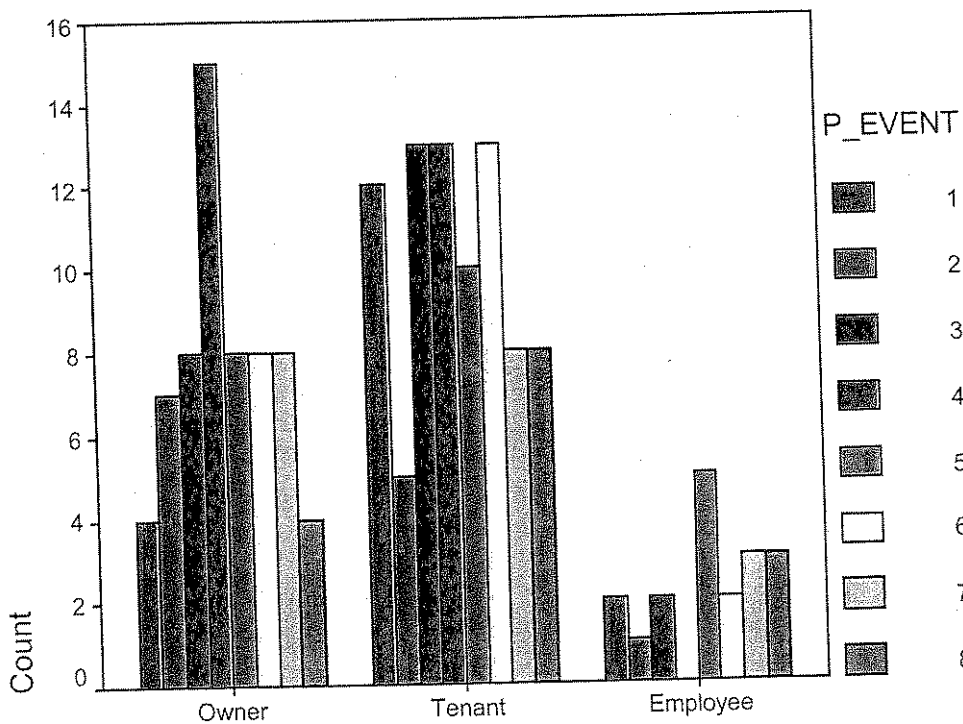
P\_Event

	Frequency	Cumulative Percent
1	19	11.7
2	13	19.6
3	23	33.7
4	28	50.9
5	23	65.0
6	23	79.1
7	19	90.8
8	15	100.0
Total	163	
Missing	17	
	180	



ARE\_YOU \* P\_EVENT Crosstabulation

	P_EV ENT									Total
	1	2	3	4	5	6	7	8		
Owner	4	7	8	15	8	8	8	4		62
Tenant	12	5	13	13	10	13	8	8		82
Employee	2	1	2		5	2	3	3		18
	18	13	23	28	23	23	19	15		162

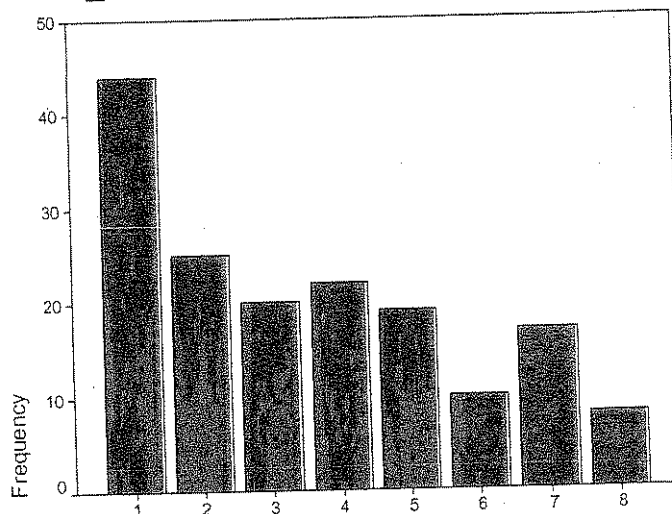


ARE\_YOU

P\_Security

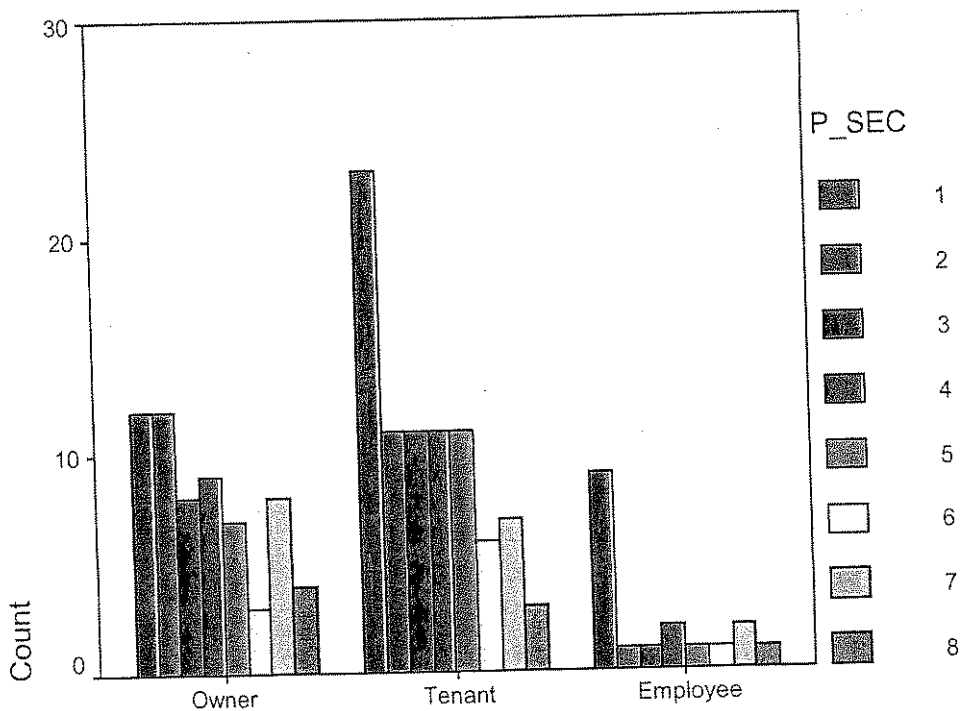
	Frequency	Cumulative Percent
1	44	26.7
2	25	41.8
3	20	53.9
4	22	67.3
5	19	78.8
6	10	84.8
7	17	95.2
8	8	100.0
Total	165	
0	15	
	180	

P\_SEC



ARE\_YOU \* P\_SEC Crosstabulation  
Count

	P_SEC								Total
	1	2	3	4	5	6	7	8	
Owner	12	12	8	9	7	3	8	4	63
Tenant	23	11	11	11	11	6	7	3	83
Employee	9	1	1	2	1	1	2	1	18
	44	24	20	22	19	10	17	8	164



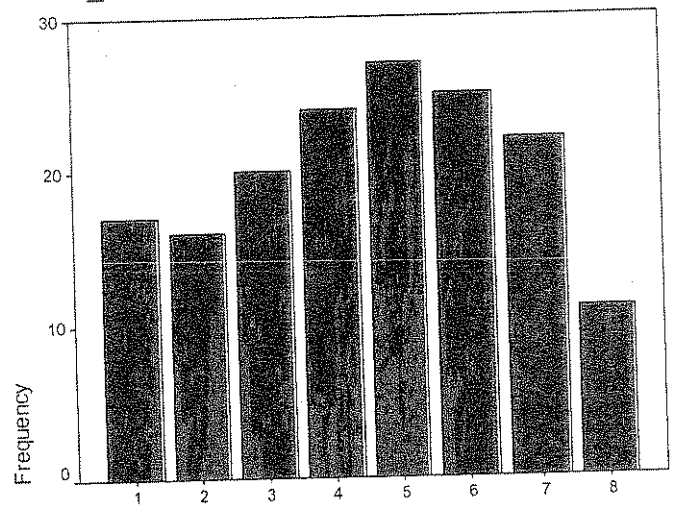
ARE\_YOU

35

P\_ Communication and Promotion

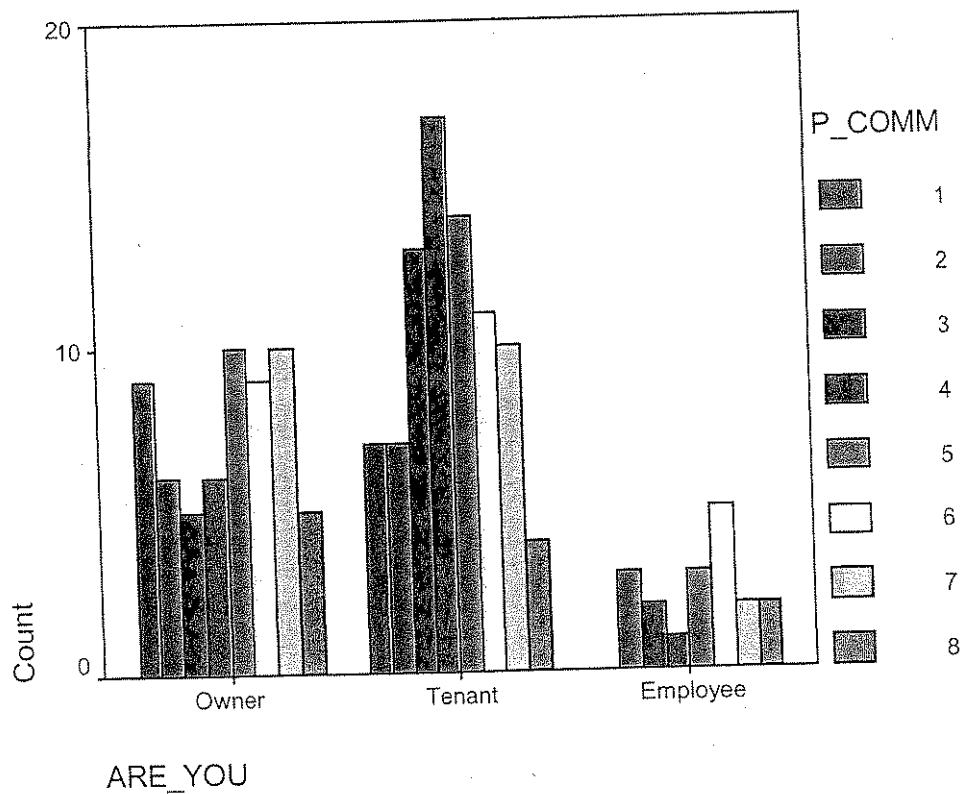
	Frequency	Cumulative Percent
1	17	10.5
2	16	20.4
3	20	32.7
4	24	47.5
5	27	64.2
6	25	79.6
7	22	93.2
8	11	100.0
Total	162	
Missing	18	
	180	

P\_COMM



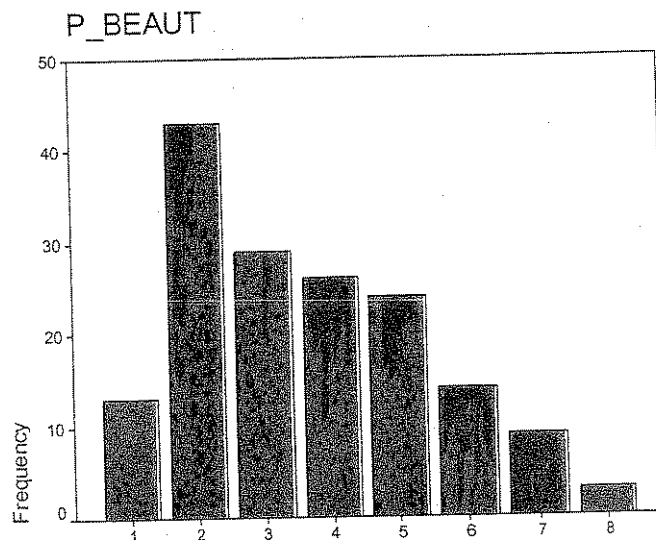
ARE\_YOU \* P\_COMM Crosstabulation  
Count

	P_COM M								Total
	1	2	3	4	5	6	7	8	
Owner	9	6	5	6	10	9	10	5	60
Tenant	7	7	13	17	14	11	10	4	83
Employee		3	2	1	3	5	2	2	18
	16	16	20	24	27	25	22	11	161



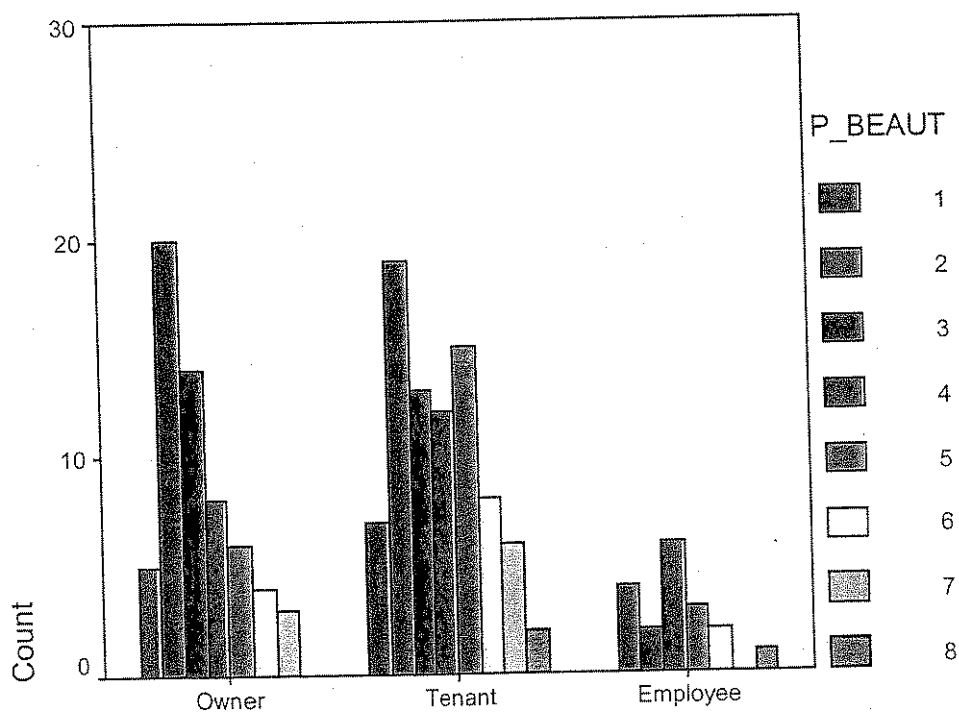
# 35 P\_Beautification

	Frequency	Cumulative Percent
1	13	8.1
2	43	34.8
3	29	52.8
4	26	68.9
5	24	83.9
6	14	92.5
7	9	98.1
8	3	100.0
Total	161	
Missing	19	
	180	



## ARE\_YOU \* P\_BEAUT Crosstabulation

	P_BEAUT								Total
	T								
	1	2	3	4	5	6	7	8	
Owner	5	20	14	8	6	4	3		60
Tenant	7	19	13	12	15	8	6	2	82
Employee		4	2	6	3	2		1	18
	12	43	29	26	24	14	9	3	160



ARE\_YOU

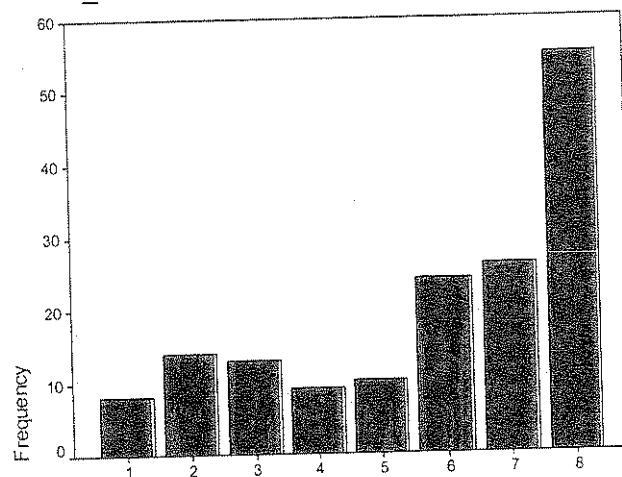


35

P\_Technical Assistance

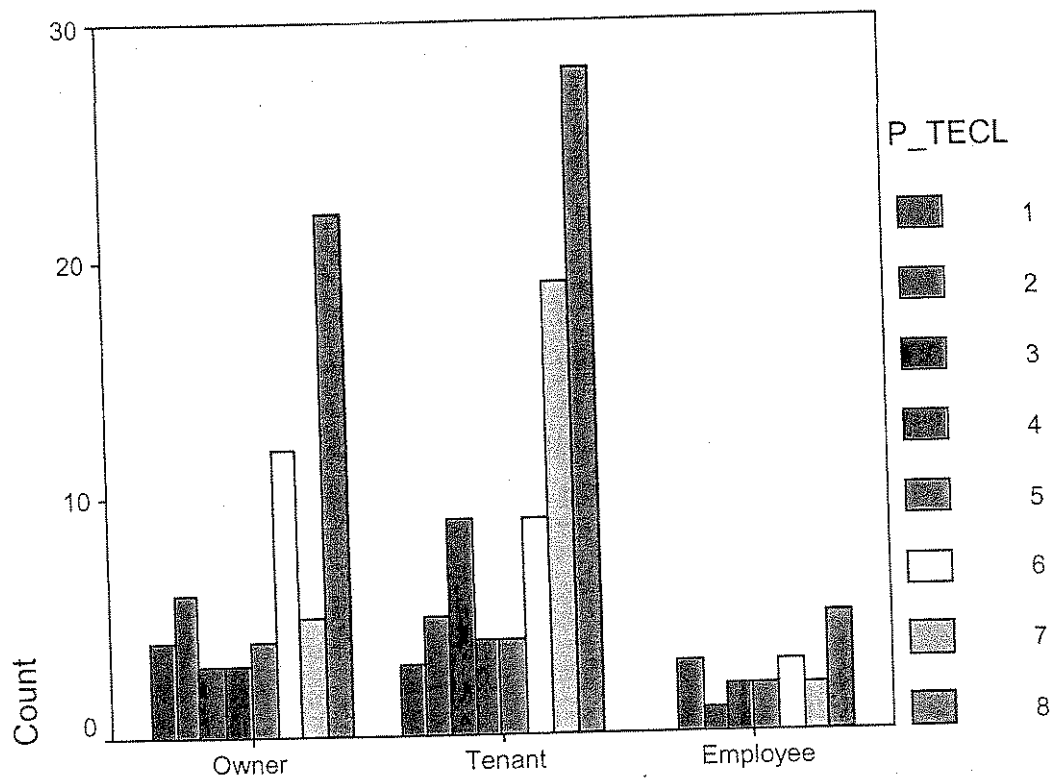
	Frequency	Cumulative Percent
1	8	5.0
2	14	13.8
3	13	22.0
4	9	27.7
5	10	34.0
6	24	49.1
7	26	65.4
8	55	100.0
Total	159	
Missing	21	
	180	

P\_TECL



ARE\_YOU \* P\_TECL Crosstabulation  
Count

	P_TEC									Total
	L									
	1	2	3	4	5	6	7	8		
Owner	4	6	3	3	4	12	5	22		59
Tenant	3	5	9	4	4	9	19	28		81
Employee		3	1	2	2	3	2	5		18
	7	14	13	9	10	24	26	55		158

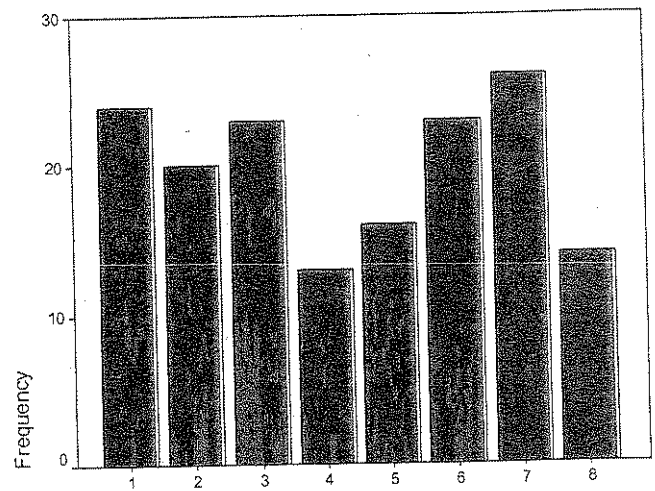


ARE\_YOU

# 35 P\_Business Recruitment

	Frequency	Cumulative Percent
1	24	15.1
2	20	27.7
3	23	42.1
4	13	50.3
5	16	60.4
6	23	74.8
7	26	91.2
8	14	100.0
Total	159	
Missing	21	
	180	

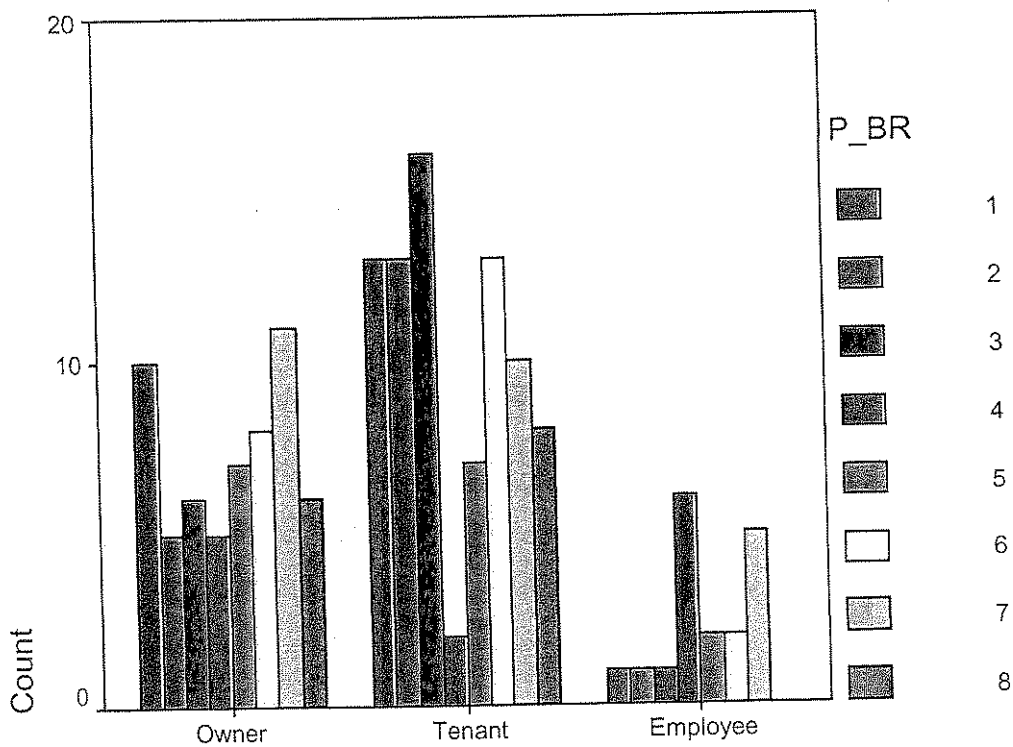
## P\_BR



## ARE\_YOU \* P\_BR Crosstabulation

Count

	P_BR								Total
	1	2	3	4	5	6	7	8	
Owner	10	5	6	5	7	8	11	6	58
Tenant	13	13	16	2	7	13	10	8	82
Employee	1	1	1	6	2	2	5		18
	24	19	23	13	16	23	26	14	158

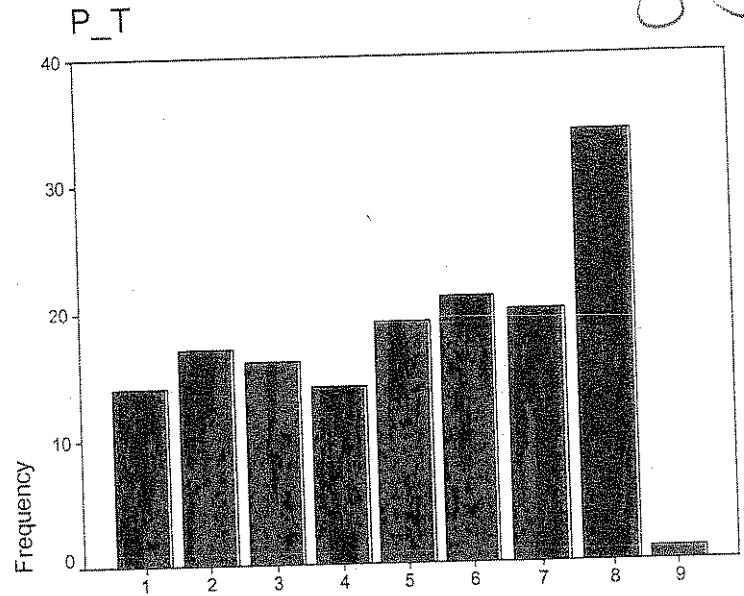


ARE\_YOU

35

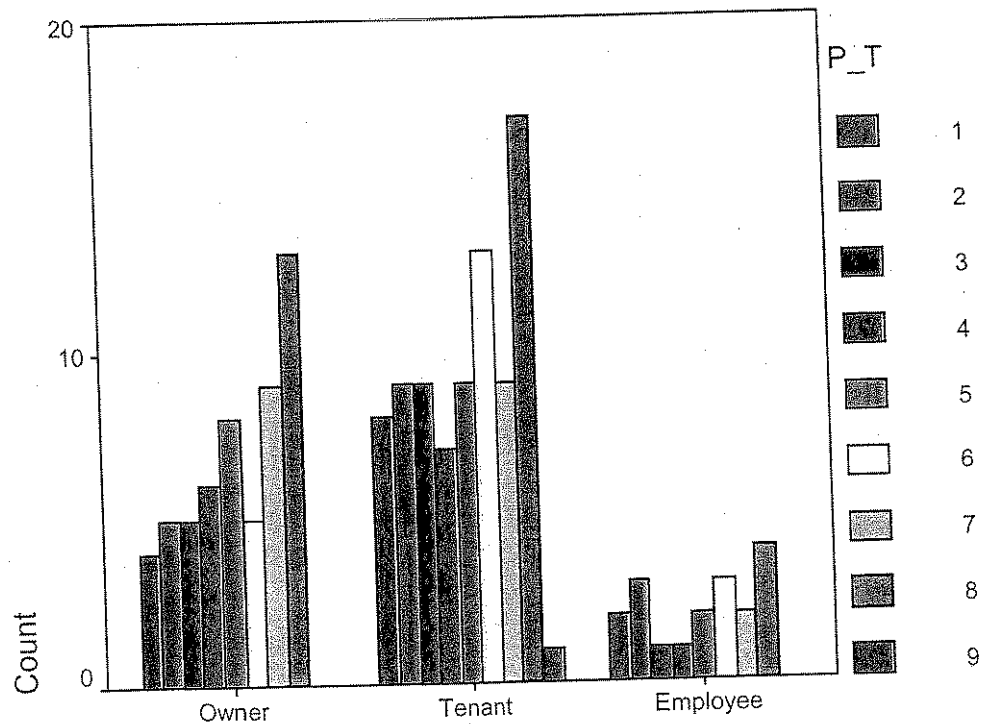
P\_Transportation

	Frequency	Cumulative Percent
1	14	9.0
2	17	19.9
3	16	30.1
4	14	39.1
5	19	51.3
6	21	64.7
7	20	77.6
8	34	99.4
9	1	100.0
Total	156	
Missing	24	
	180	



ARE\_YOU \* P\_T Crosstabulation

Count	P_T									Total
	1	2	3	4	5	6	7	8		
Owner	4	5	5	6	8	5	9	13		55
Tenant	8	9	9	7	9	13	9	17		82
Employee	2	3	1	1	2	3	2	4		18
	14	17	15	14	19	21	20	34		155

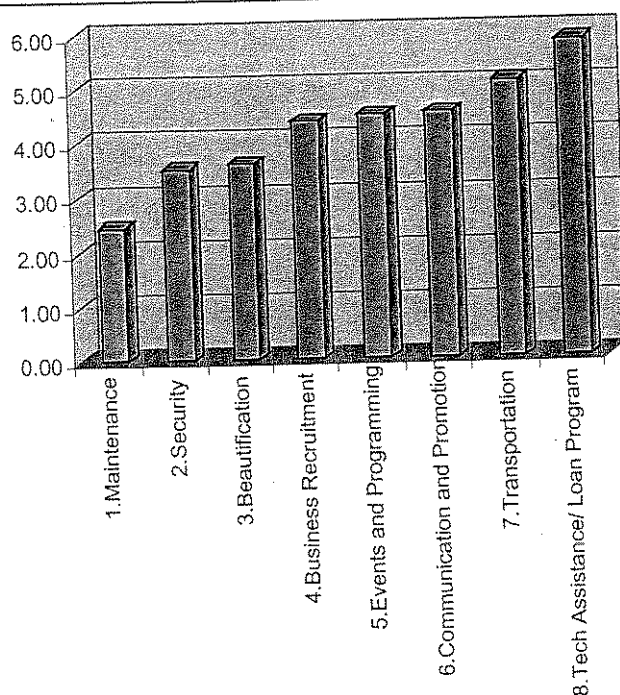


ARE\_YOU

35

Please prioritize the following existing and potential services in the District. 1 would be your highest priority and 8 would be lowest.

Priority	Service	Mean
1	Maintenance	2.447852761
2	Security	3.5151515
3	Beautification	3.608695652
4	Business Recruitment	4.383647799
5	Events and Programming	4.490797546
6	Communication and Promotion	4.5185185
7	Transportation	5.08974359
8	Tech Assistance/ Loan Program	5.830188679



# City of Manchester New Hampshire

*In the year Two Thousand and Five*

## A RESOLUTION

"Amending the FY2001 & FY2005 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Three Hundred Fifty Thousand Dollars (\$350,000) for the FY2005 CIP 811705 MCAM Public Access Grant Project."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2001 and 2005 CIP as contained in the 2001 and 2005 CIP budget; and

WHEREAS, Table 1 contains all sources of State, Federal and Other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to provide funding in the amount of \$350,000 for the MCAM Public Access Implementation; and

WHEREAS, funds in at least that amount are available through the MCTV-PEG Access Grant;

NOW, THEREFORE, be it resolved that the 2001 and 2005 CIP be amended as follows:

**By decreasing:**

FY2001 840001 – MCTV – PEG Access Grant - \$350,000 Other  
(from \$1,205,917.81 Other to \$855,917.81 Other)

**By adding:**

FY2005 811705 – MCAM Public Access Implementation - \$350,000 Other

Resolved, that this Resolution shall take effect upon its passage.

36

# City of Manchester New Hampshire

*In the year Two Thousand and Five*

## A RESOLUTION

"Authorizing the Finance Officer to Make Certain Budgetary Closings  
for the Year 2005."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

- I. That the Finance Officer be and he is hereby authorized to make all necessary transfers, carry-forwards and closings, to balance the departmental accounts and all other accounts for the year 2005 and to submit to the Board of Mayor and Aldermen for their approval, at a future date, all such transfers, carry-forwards and closings executed by his department.
- II. Resolved that this resolution shall take effect upon its passage.